



## **Virginia Area Al-Anon Alateen Assembly, Inc.**

### **AREA JOB DESCRIPTION**

**Approved: by the Assembly 7 August 2021**

**Effective Date: 21 August 2021**

#### **Position: AREA WORLD SERVICE DELEGATE**

**Term:** Three Years

**Elected By:** The Area World Service Delegate is elected from among the current outgoing DRs or from previous DRs. THE SELECTION OF THE DELEGATE IS BY A 2/3 MAJORITY OF THE BALLOTS. See **Al-Anon Alateen Service Manual 2018-2021**, p. 146-148.

**Reviewed:** February 2021, July 2021

#### **General Description**

The World Service Delegate represents the Virginia Area at the World Service Conference (WSC) and is the channel through which information is conveyed between the two.

Expenses incurred by this position are covered in the Delegate's budget (reference the Virginia Area Treasurer's Report for actual budget amount). These expenses include, but are not limited to, expenses to attend World Service Conference, Area Assembly, VAWSC meetings, Area Coordinator meetings, other Area Officer meetings, and printing, copying, postage, etc.

#### **Tasks (Virginia Area)**

- Give a written report of the World Service Conference (WSC) to the Assembly in order that DRs and GRs may be able to carry this information back to their Districts and Groups.
- Present a report at Virginia Area World Service Committee (VAWSC) meetings.
- Meet with the VAWSC to learn and evaluate responses to his/her report and to hear pertinent ideas so as to be better prepared to present the views of the Virginia Area at the next WSC.
- Between WSC meetings, convey to the World Service Office (WSO) any Virginia Area ideas or issues that may require consideration or action.
- Serve as a point of contact for public inquiries should the Public Outreach Coordinator be unavailable.
- Sends any items to be considered for the WSC agenda to the Conference Leadership Team (CLT).
- Submit to the WSO (postmarked no later than August 15<sup>th</sup> of the year prior to the Regional election year) either the Regional Trustee (RT) resume or notification that the Virginia Area does not have a candidate.

### **Tasks (World Service Conference)**

- Attend all sessions of the WSC so that he/she may consider carefully the issues brought up, vote intelligently, and thus help to guide the Trustees in making decisions.
- Acquire a clear and comprehensive picture of the world-wide fellowship to bring back to the Virginia Area Groups and Districts.
- Acquire facts and figures and gains a vision of a great movement in action.
- Learn what the WSO has meant to the world-wide fellowship in the past and what, with the guidance of the WSC, it will mean to the future welfare of the fellowship.
- Serve on a WSC Thought Force, Task Force, or committee as assigned.
- Bring issues of concern to the attention of the WSC.
- Meet with assigned Board of Trustee member to discuss Board of Trustee Quarterly report

### **Time**

- Two-day Assembly currently scheduled for Spring and Fall.
- Preparation for Assembly as needed.
- One-day VAWSC meeting currently scheduled for March and August
- Preparation for VAWSC meeting as needed.
- One-day Area Officers and/or Coordinator meetings as called by Area Chair.
- Preparation for Area Officers and/or Coordinator meetings as needed.
- Preparation of written reports.
- Stay current on AFG Connects for WSC Members.
- Attend five-day World Service Conferences.
- Preparation for World Service Conferences.

### **Position Requirements and Desired/Helpful Skills**

- Thorough knowledge of the Al-Anon Alateen Service Manual.
- Thorough knowledge of the Three Legacies, especially the Concepts of Service.
- Verbal and written communication skills that reflect the principles of Al-Anon
- Computer skills including the ability to maintain spreadsheets and/or databases.
- Word processing skills for producing written reports.
- Proficiency in the use of e-mail for communication.
- A service sponsor.