



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

### **AREA JOB DESCRIPTION**

**Approved:**

**Effective Date:**

**Position: AREA ALTERNATE WORLD SERVICE DELEGATE**

**Term: 3 years**

**Elected by the Virginia Area Assembly**

**Reviewed: January 2024**

#### **General Description:**

The Area Alternate Delegate is elected from 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 for details.

The Area Alternate Delegate works closely with the Delegate and with guidance from the Delegate. In the event that the Delegate is unable to fulfill the three-year term, the Area Alternate Delegate will replace the Delegate for the remainder of the term.

Expenses incurred by this position are covered in the Area Alternate 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 Area Assembly, VAWSC meetings, Convention Committee meetings, and other Area Officer meetings to include printing, copying, postage, etc

#### **Tasks:**

- In the event that the Delegate is unable to fulfill the three-year term, replace the Delegate for the remainder of the term
- Present the Alternate Delegate's report at Area Assembly
- Present a report at VAWSC meetings
- Attend Area Officers and/or Coordinators meetings as called by the Area Chair
- Visit Virginia Area Groups and Districts
- Assist Virginia Area committees as requested
- Participate on committees or task forces as assigned
- Facilitate the GR Opening Sessions at Assembly

- Procure and prepare all materials required for the GR and Interested Members Sessions at Assembly. This includes contacting the Assembly Registration Chairperson to obtain the number of new-to-Assembly GRs and interested members for planning purposes.
- Assist the Delegate in participating in Area Assembly and VAWSC meetings
- Coordinates with other Area Officers and Assembly members to interpret and apply the guidelines in the Service Manual
- Serve as the Area Liaison to the annual Convention Committee, counsels with the Convention Chair and other Committee members, maintains a keen interest in Convention budget formulation, assists with filling Convention Committee positions, and negotiates the Convention hotel contract as required

**Time:**

- Two-day Assembly currently scheduled for Spring and Fall
- Preparation for Assembly as needed
- One-day, twice annual VAWSC meeting as called by Area Chair
- Preparation for VAWSC meeting as needed
- One-day, at least twice annual 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
- Convention Committee meetings as needed

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

- Knowledge of the Al-Anon/Alateen Service Manual and how it relates to the Virginia Area and its Assembly Members
- Organizational skills
- Verbal and written communication skills that reflect the principles of Al-Anon
- Proficiency in the use of e-mail
- Ability to maintain a spreadsheet or database
- Word processing skills for producing written reports
- Have a Service Sponsor