

Virginia Area Fall Assembly Draft

Position: World Service Delegate (Alternate)

General Description

The World Service Delegate (Alternate), working in close conjunction with and guidance from the World Service Delegate. In the event that the Delegate is not able to fulfill the three-year term, the Alternate Delegate will replace the Delegate. In addition, the Alternate Delegate performs the following functions.

The Alternate Delegate assists the Area Delegate in participating in area assemblies and VAWSC meetings. The position serves the area as Forum Coordinator, providing information to the assemblies from WSO regarding subscriptions and content and providing information to WSO from the assemblies as a result of workshops, sessions, or programs. Participate on committees or task forces as assigned. Coordinate with other area officers and assembly members to interpret and apply the guidelines in the Service Manual. Conducts New GR Assembly Orientation each Assembly. This includes contacting the Assembly registration chairperson to obtain the number of new GRs for planning purposes; ordering supplies for the orientation folders; stuffing orientation folders; if necessary, maintaining the excess supplies between assemblies. Serves 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; negotiates the Convention hotel contract, as required. Expenses incurred by this position are covered in the Alternate Delegate's budget (reference VA Area Treasurer's Report for actual budget amount). These expenses included, but are not limited to: Expenses to attend Assemblies, VAWSC, Convention Committee, and Officer meetings. Printing, copying, postage, etc.

Tasks (Virginia Area)

- Meets with the VAWSC
- Visit VA Area Groups and Districts
- Assist VA Area committees

Time

- Twice yearly Assemblies are two day events.
- Prepare for each Assembly: 6 – 8 hours each Assembly
- Twice yearly VAWSC Meetings are one day events.
- Prepare for each VAWSC meeting: 6 – 8 hours each meeting
- Semi-annual Officers and Coordinators Meetings are one day events
- Producing written reports: 1 – 2 hours per event.

Position Requirements and Desired/Helpful Skills

- An understanding of the *Al-Anon Alateen Service Manual* and how it relates to the Virginia Area and its assembly members is recommended.
- Organizational and communication skills are helpful and are needed to participate in the assemblies and coordinate with area assembly officers, coordinators, and members.
- Verbal and written communication skills.
- Access to a PC and e-mail is required.
- Computer skills:
 - Ability to maintain spreadsheets and/or databases (helpful).
 - Word processing skills for producing written reports.
 - Proficiency in the use of email for communication with Officers and the VAWSC.
- Present or Past District Representative, previous elected area officer.

- Currently active Al-Anon member at the group level.