

## JOB DESCRIPTION FOR POSITION OF DELEGATE

DATE: August, 1995

**WHAT:** It is the role of the Delegate to learn the needs, desires and problems of the Area. Communicate them to the World Service Conference (WSC) and the World Service Office (WSO), to listen to the events at the World Service Conference and to report on the events desires and decisions of the World Service Conference and WSO to the Area.

The Delegate is the leader of the Area in relation to the functions of Al-Anon as a whole. It is the responsibility of the Delegate to select carefully what goals he or she intends to work toward as he begins his term. Raving specific goals make it easier to select those functions that he or she will work on personally and those which will be delegated. One can easily be drawn into doing too much

The Delegate must have sufficient humility to recognize that he or she does not have to answer all questions or respond to all demands placed on his time. Re must recognize the value of delegating some of the requests placed on him, the propriety of not "having the answer" to the many questions asked the wisdom of referring to the Al-Anon literature, and returning most questions and demands to the informed group conscience of the function that asks the question or makes the demand

**HOW:**

The Delegate refers to the Service Manual other Al-Anon literature and guidelines to NCWSA Bylaws and guidelines and to experienced current and former Area level leaders for guidance Delegate responsibilities are listed in the 1992-1993 Service Manual on pages 80-82. NCWSA responsibilities for the Delegate are listed on page 20 of the Bylaws of NCWSA, (1989 version. This job description is in the NCWSC guideline, Section B1.

The Delegate is responsible for the maintenance of the following forms and guidelines

- A. Regional Service Seminar Bid Form
- B. Regional Delegate Bid Form
- C. NCWSA Guideline for Selection of Trustees for AFG Headquarters', Inc.
- D. Regional Trustee, RT Trustee Alternate and Trustee-at-Large Resume Form
- E. Executive Committee Executive Committee for Property Management Resume Form

**SPACE AND TOOLS:** There is no need for any specific tools It is helpfiil to have a car, an office space with a telephone, file space, and a computer with a word processing program, or a typewriter

**REIMBURSEMENT:** Amounts of reimbursement for this position is listed in the annual budget under

1. Delegate - for office expenses as copying, postage, supplies, travel other than listed below. misc.
2. Officers Conferences - for attendance at authorized conferences
3. NCW SC Travel - for attendance at NCW SC meetings
4. NCWSC Committee Travel - for attendance at Assemblies.

The Delegate is also responsible for reminding the Treasurer of the costs of Assessments for

- 1 World Service Conference
2. Regional Delegates Meeting
- 3 Regional Service Seminar

**TYPES OF ACTIVITY:** Conferences, meetings, seminars and supplies for which reimbursement is allowed are listed in the NCWSC Committee Guideline.

The following chart lists most of the specific Delegates requirements and the time required:

ITEM	AFTER	1ST	2nd	3rd
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	ELECTION	YEAR	YEAR	YEAR	
Notify WSO of election	x				
Select WS Committee	x				
Notify WSO of name and addresses of Area Committee members (delegated in Bylaws to Recording Secretary)	x				
Notify WSO of changes to names and addresses as necessary (delegated in Bylaws to Recording Secretary)			x		x
Attendance at meetings, Conference					
Feb Committee Mtg.		x	x		x
Mar Regional Delegates Mtg.		x	x		x
Apr World Service Conference		x	x		x
May Committee Mtg.		x	x		x
Sep Assembly		x	x		x
Oct Committee Mtg.		x	x		x
Regional Service Seminar			x		
Reports					
World Service Conference for 12 STEPPER		May	May		May
Report for Assembly		Sep	Sep		Sep
Optional Report for Alateen		Nov	Nov		Nov
Optional Report for Spanish Groups		Sep	Sep		Sep
Optional Reports to Districts			As Invited and Scheduled		
Announce Regional Trustee Selection Process					Feb
Announce At Large Trustee, Executive Committee and Executive Committee for Property Management Selection Process		May	May		May
Items for the World Service Conference					
Agenda Items		Oct	Oct		Oct
Area Concerns		Feb	Feb		Feb
Ask- It - Basket			Apr	Apr	Apr

TIME REQUIRED: This position can take as much time as the Delegate allows it to take To attend the World Service Conference, one must plan on at least nine days for the conference and travel time. To attend the Regional Delegates meeting, three committee meetings and one Assembly takes twelve days To respond to requests from the WSO including time spent on committee business and the requests from area persons, I plan on about 4 hours per week In addition, the Delegate may attend various District meetings and functions. Plan on one day per meeting or function.