

JOB DESCRIPTION FOR POSITION OF DELEGATE

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/reports 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 carefully select what goals he or she intends to work toward as he begins his term. Having specific goals makes it easier to select those functions that he or she will work on personally and those that 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. He 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.
- It is the responsibility of the Delegate to keep the Alternate Delegate prepared in case the Delegate is unable to attend the World Service Conference.
- At the request of the Area Chair, invite WSO personnel to participate in an Area Event.

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

The Delegate is responsible for the providing the following forms and guidelines :

- The WSO TEAM application form
- Regional Delegate Bid Form
- NCWSA Guideline for Selection of Trustees for AFG Headquarters', Inc.
- Regional Trustee, Regional Trustee Alternate, and Trustee-at-Large Resume Form
- Executive Committee for Real Property Management Resume Form

SPACE AND TOOLS: It is helpful to have a car, an office space with a telephone, file space, and a computer with a word processing program. It is assumed that the Delegate will have email and internet access as much of the WSO information is now delivered electronically. Most of the information is made available through the WSO E-Community file server.

REIMBURSEMENT: Amounts of reimbursement for this position are listed in the annual budget

under the following categories:

- Delegate – for office expenses such as copying, postage, supplies, travel other than what is listed below.
- Officer Conferences – for attendance at authorized conferences (usually annual SWRD Meeting)
- NCWSC Travel – for attendance at NCWSC meetings
- NCWSC Committee Travel – for attendance at Assemblies.

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

- World Service Conference
- Regional Delegates Meeting

ACTIVITIES THAT ARE REIMBURSED: Conferences, meetings, seminars or workshops, and supplies for which reimbursement is allowed are also listed in the NCSWC Committee Guideline.

TIME REQUIRED: This position can take as much time as the Delegate allows.

- 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 two Assemblies takes 13 days.
- To respond to requests from the WSO including time spent on committee business and the requests from area persons, plan on about 3 hours per week.
- In addition, the Delegate may attend various District meetings and functions; plan on one day per meeting or function.

The following chart lists most of the specific Delegate’s requirements and timing:

ITEM	After Election	1st Year	2 nd year	3 rd year
Notify WSO of Election	X			
Request WSC assignment – WF, TF, Committee	X			
Notify WSO of AWSC ROSTER	X	X	X	X
Notify WSO of changes to AWSC ROSTER		X	X	x
Attendance at AWSC meetings (subject to change)				
Feb AWSC		X	X	X
Mar – Southwest Regional Delegates meeting		X	X	X
May or Spring Assembly		X	X	X
July AWSC		X	X	X
OCT or Fall Assembly		X	X	X
Team or Additional Area events – when scheduled		X	X	X
Reports				

World Service Conference Report – For Assembly, For Web, For 12 Stepper		May	May	May
Optional reports for ALATEEN as requested				
Optional reports for Spanish Groups/Intergroups as requested				
Optional reports for Districts as requested or scheduled				
Announce Regional Trustee Selection process (Due 8/15 of year prior to term start)		Aug 15		
Announce At Large Trustee, Executive Committee and Executive Committee for Real Property Management Selection Process (due 8/15 of year prior of term start)		Aug 15		
Announce WSO application requests for Advisory committees, Work, Thought, and Task forces. – can be at any time		X	X	X
Items for the World Service Conference				
CAI – Chosen Agenda Items – Jan		X	X	X
Area Highlights - Jan		X	X	X
Area Concerns –Jan		X	X	X
Questions for WSO about Conference materials - Jan-March		X	X	X