

Idaho Area 13 Al-Anon/Alateen Policy/Procedure Manual

Al-Anon Declaration

Let it begin with me.

When anyone, anywhere, reaches out for help,
Let the hand of Al-Anon and Alateen always be there,
and let it begin with me

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Map of Idaho Districts



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Introduction

What are guidelines?

Guidelines are: rules, strategies, plans, guiding principles, courses of action, and procedures. (Thesaurus translation)

This document is an addition to the service manual and guidelines suggested by the World Service Conference (WSC) available from the World Service Office (WSO).

The *AI-Anon/Alateen Service Manual*, WSO guidelines, and Idaho Area Policy/Procedure Manual guidelines are not hard fast rules. They are only meant to guide us and share with us some ideas on how to be of service. They come from the experiences of other AI-Anon members. They are not meant to demean us or to make our jobs harder but will help us provide service to AI-Anon and getting the message out to others.

The wonderful thing about guidelines is that they can be changed with experience, strength, hope, and growth. We all do the best we can with whatever position that we assume. The most important thing to remember is our willingness to try.

It is strongly recommended Area World Service Committee (AWSC) members have a copy of the *AI-Anon/Alateen Service Manual*, Idaho Area Policy/Procedure Manual and the Assembly Guidelines.

I. Statement of Purpose

These guidelines contain valuable information for each AI-Anon member involved in Idaho Area service work, and are meant only to supplement the *AI-Anon/Alateen Service Manual* with policies specific to Idaho Area AI-Anon. They are comprised of the experience, strength, and hope of the past members.

The primary function of the Idaho Area World Service Committee is to plan for and improve Assemblies, Area Workshops, publish a newsletter and provide a link of service through its Delegate to the (WSC).

The Idaho AWSC also plans for the general improvement of AI-Anon/Alateen groups in Idaho. We do this by encouraging the use of AI-Anon Conference Approved Literature (CAL), study of the Twelve Steps, Traditions, Concepts, Sponsorship, and Service.

II. Area World Service Committee (AWSC)

The AWSC is comprised of the following:

- Five Area Officers: Delegate, Alternate Delegate, Chair, Secretary, and Treasurer.
- Area Coordinators: Public Outreach, Alateen Coordinator/Process Person, Forum/Literature, Group Records, Website, Archives, and Newsletter Editor.
- Current District Representatives (DR(s)), one for each district.
- Al-Anon Information Services/Literature Distribution Center (AIS/LDC) Liaison.

III. Qualifications for AWSC Service

- Active Al-Anon member for the last two years. Two years of service at the group or district level.
- Working knowledge of the Traditions.
- Cannot be a dual member of Alcoholics Anonymous.

IV. Responsibilities of AWSC Members

- AWSC members are to attend all Area Assemblies and AWSC meetings during their term of service.
- Area Officers, Coordinators and DRs provide an oral report at the assemblies. They shall submit a written report to the Area Secretary prior to the Assemblies or within one week after the Assembly for inclusion in the minutes.
- If possible, the report will be emailed to the Secretary. If email is not available, the report can be handed to the Secretary. No copies are needed.
- The Treasurer needs to provide copies for all AWSC members at AWSC meetings and all attendees at Assemblies. (Agendas, minutes, financials, hand-outs)
- Oral reports by Coordinators and DRs are not to exceed five minutes at Assemblies. These reports are not given at the AWSC meeting.
- If an AWSC member is unable to attend an AWSC meeting or an Assembly, or have an alternate present, the Area Chair should be notified, and a written report should be submitted for the meeting. The report should also be sent to the Area Secretary.

V. Guidelines for replacing AWSC members not fulfilling their duties

- In the event an Area Officer or Coordinator is absent from two AWSC meetings in a calendar year, without notifying the Area Chair with a valid reason, he/she is automatically removed from the AWSC. The Chair will notify anyone who has been removed from the committee.
- The Area Officers are given latitude in determining the reasonable cause. If the matter involves one of the officers, the other officers would decide. The Area Chair acts on the recommendations.
- If there is a death or resignation of an Area Officer, the Chair requests a past Area Officer or past DR to replace the officer until another can be elected to complete the term. Coordinators are to be appointed by the Area Officers.
- If a DR does not attend an AWSC meeting or Assembly Business Meeting and has not notified the Area Chair, the Area Chair will let the district know that they were not represented.

VI. Area Expenses

- If an expense is incurred for the AWSC meeting room, this will be paid from the Area Treasury. All Officers and Coordinators will be reimbursed for their expenses to assemblies and AWSC meetings, as determined by the current approved area budget.
- Expenses incurred by DRs and GRs while attending AWSC meetings and Assemblies shall be the responsibility of their respective district and/or group.
- Districts are encouraged to invite the current Area Delegate to share the report of the WSC. When invited by a district to do so, the district pays the Delegate expenses. MOVE TO DELEGATE both places
- The Idaho Area will pay for the Area Delegate to attend the Northwest Regional Delegates Meeting (NWRDM) each year and for the Alternate Delegate and one past Delegate to attend the NWRDM once during the three-year term.

VII. Area Travel Expense Reimbursement Policy for Area Assemblies and AWSC Meetings

The Idaho Area will reimburse area officers and coordinators for their service expenses as follows.

- Area Officers/Coordinators:
 - If an Area Officer or Coordinator is also attending as a voting GR, their expenses for registration, travel, accommodations and meals shall be paid by the group they are representing, not the area, *per the Service Manual*.

- Travel Expenses:
 - Travel expenses with receipts (gas or travel receipt).
 - When carpooling with Area Officers, Coordinators, DRs, GRs, and members, the cost, shall be split between all carpooling persons equally.

- Hotel Accommodations:
 - Accommodations shall be reimbursed when necessary, up to three (3) nights and in excess of a 45 minute drive.
 - When sharing with others i.e. DR, GR, member, the cost shall be split between all persons equally.

- Meal Reimbursement:
 - Area Officers/Coordinators will be reimbursed for meals up to a maximum of \$50 per event.\$.

Whenever possible, sharing with others is highly encouraged.

VIII. Motions

Assembly Agenda Items

A recommendation for an Assembly agenda item is made at the AWSC meeting. A consensus by the AWSC puts the item on the agenda. Recommendations should be given, in writing, to the Area Chair three weeks prior to the AWSC meeting. Any AI-Anon member can make a recommendation to the AWSC through the local service structure such as the GR and/or DR. Member(s) at large or that have no local GR and/or DR may contact the Area Chair directly. Contact can be made through the Area website at <http://www.al-anon-idaho.org/area-members>.

At the Assembly, any voting member (GR or Alternate GR or fill-in member) can make a motion or second a motion. A motion can be tabled by the Chair after it has been presented and opened for discussion.

Procedures for Group Representatives Voting on Motions

- Knowledge Based Decision Making (KBDM) is recommended prior to motions.
- A motion or recommendation is made and seconded and then discussion is opened.
- If an amendment is made to a motion the amendment is then to be discussed and voted on.
- If the amendment is passed, then the amended motion is voted on. If the amendment is defeated then discussion reverts to the original motion and it is voted on.
- Only the person who made the motion can withdraw the motion.

- An old motion can be rescinded with the majority vote of the Assembly.
- Simple majority passes motions.
- Elections are passed according to the *Al-Anon/Alateen Service Manual* suggestions for each position i.e., two-thirds majority for Delegate and Alternate Delegate and simple majority for Treasurer, Secretary, and Chair. These guidelines are read from the *Service Manual* prior to the voting. A motion is made to vote by ballot or a show of hands.
- The simple or two-thirds majority number is given after each vote. It is a simple majority or two-thirds majority of the votes cast on each ballot.

Discussion Guidelines

Discussion of guidelines are based upon the guidelines practiced at the WSC:

- Each person may share only once per topic, unless answering or asking a specific question.
- There is a two/three minute limit on sharing.
- No cheers or jeers which signifies judgment.
- No sharing just to affirm another or offer rebuttals. If someone has shared your views please don't repeat it.
- Write out what you are going to say for brevity and clarity, before sharing your opinions with voting members of the assembly.

Process for Making Changes

Al-Anon members who would like to present ideas or changes to the Area World Service Committee or the World Service Office would follow these steps. The Al-Anon member presents the idea or change to the Group Representative, who then, in turn takes it to the District meeting. The DR then takes the idea or change to the AWSC meeting. If the idea or change is for the WSO the Area Delegate would then take the idea or change to the WSO.

As with any issue in Al-Anon, everything needs to be voted on. At a group level, all group members vote on the issue for the GR to take to the District meeting. At the District meeting GR's would vote on what issues to take to the AWSC Meeting. At the AWSC meeting the Officers, Coordinators, and DR's would vote on whether to take the issue to the Area Assembly. At the Assembly the GR's vote on whether an issue should be taken to the WSC or whether it should be addressed by the AWSC.

IX. Assemblies

The Assembly of the Idaho Area Al-Anon Family Groups is currently held twice a year. Assemblies are currently held the third Saturday in May and the third

Saturday in September. There are additional guidelines which address the planning of an Area Assembly.

X. Position Descriptions

Following are position descriptions for each of the Idaho Area Officers and Coordinators. These guidelines are specific to the Idaho Area. More information is available online at the WSO website and the *AI-Anon/Alateen Service Manual*.

Coordinators, Thought Force Committee and/or Task Force Committee chairs give progress reports at Assemblies and AWSC meetings.

Area Officers

(Supplement to *AI-Anon/Alateen Service Manual* and Guidelines)

Area Delegate

- Brings handouts, reports, and other pertinent materials from the WSC to the assembly and AWSC meetings.
- Gives a Delegate's Report at each assembly. 1-2 hours is allotted for this report, which can include skits, presentations, showing Public Service Announcements (PSAs), etc. A written Delegate's Report is prepared for the Area Newsletter Editor, and given to the Area Secretary for record keeping.
- Gives a Delegate's Report at each AWSC meeting. The Delegate is given 60 minutes on the agenda.
- Attends the Northwest Regional Delegate Meeting each year during their three year term.
- It is suggested that once during the three-year term, the regional trustee be invited to speak and to chair a service workshop. The Delegate invites the regional trustee to an area assembly.
- The Delegate also serves on a selected committee for the WSC. Sends a welcome letter to new groups.

Alternate Area Delegate

- Chairs GR Exchange meeting at each assembly with the purpose of informing GRs about AI-Anon's structure, traditions, and concepts. Leads a discussion to answer GR's questions about how AI-Anon works. Helps GRs exchange information with each other about group concerns and successes.
- Serves as the Timer, setting a five-minute limit for reports and two-minutes for comments at the microphone.

- Is familiar with the duties of the Idaho Delegate (see above). If the Delegate is unable to complete the three-year term the Alternate Delegate will assume the duties of the Delegate.
- Attends the Northwest Regional Delegate Meeting once during their three year term.
- Assists the District Host committee in planning the Area Assembly.

Area Chair

- Chairs and sets business agenda for AWSC and Area Assembly.
- Works with Assembly committee. ...Requests in advance and checks the Assembly business meeting room for setup including two microphones, number of chairs, LCD and other electronic equipment as needed.
- Keeps the AWSC and area assembly business meeting discussions on track, halting off-topics comments.
- Starts and ends business meetings on time. Tables agenda items if adequate time is not available.
- Provides the business agenda to area committee members at least two weeks prior to area business meetings.
- Sends a follow up memo to area committee members within two weeks after the AWSC meeting to re-cap voting issues for Group Representatives.
- Sets dates and signs facility contracts, if needed, for AWSC meetings and Area Assembly meetings.
- Notifies Area Coordinators or Officers who have been removed from the AWSC due to lack of participation. Notifies a district if their DR does not attend the AWSC and has not contacted the Area Chair or sent a report. Delegate and Secretary need to have a current contact for each district, not person.
- Develops an evaluation form for AWSC meetings and Area Assemblies. Compiles responses into an evaluation re-cap after the AWSC meetings and Area Assemblies, and sends the re-cap to AWSC members via email or US Postal Service.
- Chairs DR Exchange meeting at each assembly with the purpose of informing DRs about AI-Anon's structure, traditions, and concepts. Helps DRs exchange information with each other about district concerns and successes. Helps DRs identify and develop leadership skills.
- Coordinates with the Area Treasurer to be placed on area bank account.
- Signs contract for Area Archives Storage facility.

Area Secretary

- Has access to and proficiency in the use of a computer.
- Has access to and proficiency in the use of email.
- Maintains a written record of all current and past AWSC and Area Assembly business meetings. Original minutes and attachments will be maintained in Idaho Area 13 Archives and on website.

- Provides business meeting minutes to AWSC members within two weeks following each AWSC meeting and Area Assembly. Includes attachments when possible.
- Maintains a current mailing list for WSO, including phone numbers and e-mail contacts, of all AWSC members. This list is for the WSO only.
- Maintains a current contact list and Distributes the list to the AWSC members, DRs, GRs when needed. Only the first name and last initial., phone number and e-mail are provided (for Al-Anon members only).
- Establishes the number of all voting members at each Area Assembly. Includes the total number of voting members in the minutes, and breaks out numbers by district if possible.
- Keeps a list of current districts and the districts mailing address.
- Keeps a list of GR names, addresses, email, and phone numbers, by district if possible with attendance sheet at each area assembly meeting. This list may be obtained from the Records Coordinator prior to an assembly. MOVE TO COORDINATOR
- Records and maintains the area motion log. Sends the updated motion log to the Website Coordinator to get it posted on the website. Sends notice of the updated log to the AWSC after the Fall Assembly each year.
- Mails or e-mails AWSC meeting handouts to those who did not attend the meeting.

Area Treasurer

- Has access to and is proficient in the use of a computer. Expertise in bookkeeping is not required but very helpful.
- Opens and maintains an area checking account. Sets up the account to include the Area Chair as the alternate signer.
- Provides area expense forms and issues checks upon receipt of completed forms. Receipts are required for reimbursed expenses and must be submitted by other AWSC members no later than two weeks after the expense is incurred.
- Provides accurate and timely financial reports at each AWSC and Area Assembly, including current list of contributions.
- Works with the Website Coordinator to assure payment of website expenses to keep the Idaho Area website operational with no breaks in service.
- Is responsible for depositing registration money as received for Area Assemblies.
- Submits the proposed yearly budget discussed and approved at the Fall AWSC meeting to the Fall Assembly for voting.
- Assures that a financial review of the financial records is completed at the end of every three-year term. During the third year.
- Acts as the Registration Chair for all Area Assemblies.
- Treasurer will e-mail receipts to the donating groups when an e-mail is provided, otherwise it will be on a bi yearly report.

Area Coordinators

(Supplement to *AI-Anon/Alateen Service Manual and Guidelines*)

All positions should be familiar with the *AI-Anon/Alateen Service Manual*, *WSO Guidelines*, and *Idaho Area Guidelines*

Idaho Area Coordinators to give a up to a five-minute report at the Area Assemblies and shall perform all duties to the office as described in *the AI-Anon/Alateen Service Manual*, *World Service Guidelines*, and such other duties which may be assigned by the Idaho Area. Reports could include sharing information sent by the WSO, progress on current opportunities/projects, and new ideas for our Area.

Public Outreach

- Is familiar with suggested guidelines *Outreach to Institutions (G-9)*, *Outreach to the Public (G-10)*, *The Best of Public Outreach (P-90)*, *Outreach to Professionals (G-29)*, and *Area Public Outreach Coordinator (G-38)*.
- Encourages Districts, the AIS/LDC, and GRs to make projects and information available to the groups in the area.
- Distributes service projects and information from the WSO to Area Assemblies, and districts. Interacts with districts to encourage projects and answer questions.
- Requests reports of public outreach activities from the districts. Helps districts exchange information on public outreach successes/concerns.
- Assists with breakout sessions or workshops at Area Assemblies, if asked.

Alateen Coordinator/Process Person

- Is familiar with Idaho Requirements for AI-Anon Members Involved in Alateen Service (AMIAS), and the certification process for Alateen Sponsors/AMIAS. Is also familiar with suggested guidelines *Area Alateen Coordinators (G-24)*.
- Brings information provided by the WSO to the AWSC & Area Assemblies. Interacts with districts to encourage starting Alateen meetings and Alateen projects/activities. -Answers questions.
- Works with the Assembly host district in planning Alateen events at the Area Assembly, if the area votes to have an Alateen program.
- Welcomes Alateen GRs to who attend district and area meetings.
- Coordinates Alateen sponsor workshops/trainings and encourages district Alateen sponsor workshops.
- Keeps in contact with sponsors and district Alateen Coordinators during the year to stay informed about district Alateen sponsors and meetings.
- Processes all paperwork for anyone wishing to be an AI-Anon Member Involved in Alateen Service (AMIAS). Collects Idaho Alateen Service Candidate forms

and any other forms related to certifying AMIAS. Keeps an organized binder listing all current Alateen groups and Al-Anon Members Involved in Alateen Service (AMIAS).

- Is the liaison between the World Service Office and the Idaho Area for all communication regarding Alateen safety issues, and AMIAS. Updates the WSO database with AMIAS who have met the Idaho Area requirements. Receives the AMIAS identification number from the WSO.
- Keeps all AMIAS information confidential, including deleting Social Security numbers from Idaho State Police reports.
- Executes the Annual Recertification of AMIAS.
- Follows all guidelines to assure Background Checks for AMIAS are completed every 5 years. (See website for Idaho Alateen Guidelines).

Forum/Literature

- Keeps in contact with district Forum/Literature Coordinators or DRs, passing along ideas from WSO, and helping districts exchange information on successes/concerns.
- Distributes information provided by the WSO to the AWSC and Area Assemblies.
- Is familiar with suggested guidelines *Area Forum Coordinators (G-32)* and *Area Literature Coordinators (G-6)*.
- Helps with Forum/Literature workshops or skits.
- Develops and distributes a suggested list of ways to use the Forum or CAL literature at meetings.
- Reports at area functions about new or revised literature. Also, reports about special articles or photos in the Forum.
- Is available to GRs and DRs for assistance in conducting workshops.
- Informs WSO of exciting area activities.
- Encourages local members to submit personal articles to the WSO for publication in CAL literature or the Forum.
- Provides forum subscriptions for assembly countdown.

Group Records

- Is familiar with WSO's *Group Records Coordinator (G-36)* guidelines.
- Serves as primary contact between the area and the WSO regarding group records.
- Has access to and proficiency in the use of a computer, its programs, and the Internet.
- Maintains and updates records of all registered groups in Idaho Area 13.
- Receives bi-annual group record printout from WSO and provides each DR with the information for their respective district group records.
- Provides an updated list of groups to the area secretary two weeks prior to each area assembly.
- Alerts DRs of groups with a "no mail" status from the WSO within their respective district.

- Compiles an area meeting directory to be distributed to the AWSC members, if desired.
- Notifies Area Treasurer of newly registered groups, including district location, name of group and group number.

Website

- Is familiar with WSO's *Guideline for Al-Anon Web Sites (G-40)* and *FAQ for Al-Anon Web Sites (S-66)*.
- Has access to and proficiency in the use of a computer, its programs, and the Internet.
- Coordinates items for inclusion to the Idaho Area 13 website.
- Receives updated meeting lists from each District on a regular basis and posts to the website in PDF form only.
- Keeps website as current and up-to-date as possible.
- Is responsible for monitoring and recording all expenses incurred for the website.
- Notifies Area Treasurer of expenses and for payment reimbursement. Coordinates with the Area Treasurer to assure payment of website expenses to keep the Idaho Area website operational with no breaks in service.
- Website Content: The Idaho Area 13 website will include the following: a description of Al-Anon; the Twelve Steps, Twelve Traditions and the Twelve Concepts; address and phone number for the Al-Anon/Alateen Information Service Center; Idaho Newsletter, Area reports, and an Area events page which will include dates for Idaho Area Assemblies, Area World Service Committee (AWSC) meetings and other Al-Anon events. Add the GR page and archives.
- The website does not add resources from other twelve step groups or facilities that provide service to alcoholics and their families.
- Anonymity: This website will not publish full names of any Al-Anon/Alateen member or make reference to any information relating to an individual that conflicts with our Tradition of Anonymity.
- Domain Registration: The domain name for this website shall be: www.al-anon-idaho.org. It will be registered in the name of Idaho Area State Al-Anon Family Groups. A contact email address will be established, without the use of names. Purpose of the email address will be to answer questions of the website reader. The Website Coordinator will be the email contact.
- Maintains the generic emails for the website by updating the appropriate email address for inquiry (web inquiry), billing (web billing), newsletter distribution (web newsletter), records (web records), etc.
- Updates the Website Coordinator documentation to pass along to the next Website Coordinator.
- Updates the domain profile for the website whenever there are changes of people to positions.

Archives

- Is familiar with the suggested guidelines *Area Archives (G-30)*.
- Distributes information provided by the WSO to the AWSC and Area Assemblies.

- Encourages districts to submit archive materials, i.e., event flyers, group histories, long-time member histories, etc.
- Maintains the original area business meeting minutes.
- Maintains the pictures of our co-founders, Lois W. and Anne B., and provides them for display at Area Assemblies.
- Provides archives display at Area Assemblies.
- Manages and maintains contact storage
- Works towards scanning and digitizing minutes and etc.

Newsletter Editor

- Is familiar with the suggested guidelines, *Guidelines for Newsletter Editors (G-21)*.
- The area newsletter is published four times a year, ideally after each AWSC meeting and Assembly (Feb/Mar, May/June, Aug/Sept, Nov/Dec).
- Encourages individual members to make it their newsletter by submitting information, reports, and service sharings.
- Determines whether personal sharings are appropriate for an AI-Anon newsletter, keeping the focus on AI-Anon principles, not on religion, counseling, materials other than our AI-Anon Conference approved literature, other 12-step programs, etc. Distribution is recommended within two weeks of report deadline.
- Sends newsletter via email to the Area website email distribution list compiled by individual members' requests. Sends newsletters via U.S. Mail to those requesting a hard copy.
- Sends a pdf copy of the newsletter to the Website coordinator for posting on the website. This copy does not include names and addresses of members.
- Includes a calendar of upcoming events in the Area.
- Ensures a blank copy of the Idaho Area Resume is published in the March Newsletter prior to area elections.
- Provides one copy of each newsletter to the area archives coordinator.

XI. Elections

Election Procedures

- The election of DRs and GRs for individual districts and groups should precede the date of the election assembly, if possible.
- All terms of office shall begin January 1 following the fall election.

Eligibility to Stand for Area Office

- In order to benefit from service experience, Area Officers will be elected from outgoing Area Officers and DRs who have served in the Idaho Area, if they stand for the position. Also eligible will be past DRs who have remained active. If no

past or current DR is available to serve, a past or current GR would be eligible. Active is defined as:

- Regular attendance at Al-Anon meetings (at least one meeting a week).
- Prior attendance at AWSC meetings and/or Area Assemblies, if served beyond the group level.
- Participation in service work at any level.

A qualified individual may obtain a resume form from the Area Website

Proposed Method of Election

(Refer to "Election Assembly Procedures" in *the Al-Anon/Alateen Service Manual*.)

Terminology:

- Simple Majority - one more than half (for use in all elections where a simple majority is required) other officers.
- Substantial Unanimity - is at least 2/3 of the voting GR's as required per the *Al-Anon/Alateen Service Manual* for election of Delegate and Alternate Delegate.
- For Area officer positions a paper ballot will be cast.

Appointment of Area Coordinators

- Idaho Area Coordinators are to be appointed by the newly elected Idaho Area Officers from submitted resumes. The appointment of Idaho Area Coordinators will be held at some time following the Area Assembly Election meeting and prior to January 1. The appointment is to be by simple majority.
- If there are no resumes submitted for a Coordinator's position, the Elected Officers will continue to seek to fill the position.
- If a Coordinator resigns before the end of their term, or does not fulfill their responsibilities, the Elected Officers will seek to fill the position.
- If the coordinators positions are not fulfilled the delegate assumes the responsibilities

Appendix

AAISC Literature Center Liaison

- Expenses to Assemblies/AWSC meetings are paid by AAISC.
- Is a member of the AI-Anon/Alateen Literature Distribution Center. AAISC and is appointed by the AAISC Board to serve on the Area committee.
- Is familiar with suggested guidelines *Literature Distribution Centers (G-18)*, and *AI-Anon Information Services (AIS) (G-4)*.
- Reports on AAISC finances, fundraisers, literature inventory, and any requests the Literature Center Board has for the area or the districts.
- Is the liaison between the Literature Center and the AI-Anon Assembly Host Committee to assure that books requested by the hosting district are delivered to the Assembly or to area events.
- Provides order forms, special flyers, and other AI-Anon material to AWSC members.
- SEND TO BECKY – bekyyoung2015@gmail.com

Discussion on storing of area archives,
paying for
signing contract
multiple contact information