

# **Policy & Procedures Manual**

**Pierce County  
Al-Anon/Alateen**

**District 13**

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# Policy & Procedures Manual

## Al-Anon/Alateen District 13

### Created 1995-Revised 1997 & 2009

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## Foreword

One goal of the committee was to have a manual written with vision. The point is not to take the responsibility of decision from any group today or in the future, but to outline in a general way the policies and procedures adopted by District 13.

We learn in Al-Anon, perhaps for the first time in our lives that “*nothing*,” no statement or situation is written in stone. We have the right to change our minds. This principle is part of the freedom this Al-Anon program can give. Because of this, any or all of the policies and procedures outlined in this manual can be re-addressed before the Policy and Procedures Committee, and/or District 13 for revision. However, because *each* person from every group has been given the opportunity to lend their wisdom to this manual, the committee feels confident that this manual is viable, but may be changed as needed.

Concept IX speaks with understanding that: “No matter how carefully we design our service structure of principles and relationships, no matter how well we apportion authority and responsibility, the operating results of our structure can be no better than the personal performance of those who man it and make it work.”

This Concept identifies that "good leadership can be here today and gone tomorrow." For this reason it is encouraged that when it is time to elect our representatives or make ourselves available for positions of responsibility, we consider the commitment involved in the position. In addition, we who have been in service must share our experience and knowledge by involving ourselves in the informational process.

## **The Three Legacies of Al-Anon**

When we came into Al-Anon we learned there were 12 Steps we could follow. They altered our life. Later, we learned the 12 Traditions were unifying principles that applied not only to our group, but to our personal relationships as well. Finally, the Third Legacy of Al-Anon, the Concepts of Service, became known to us. They are the guides of all our activities in service, rich in wisdom.

Members have asked some very insightful questions and made good suggestions. In reviewing and discussing them, the Policy Committee came to more fully appreciate how much of the "why" of our service structure is in the Concepts. We sincerely hope members will take this opportunity to further their knowledge of the Third Legacy. All references in this draft to the Al-Anon/Alateen Service Manual will not have headings and/or page numbers, due to the fact that the Al-Anon Service Manual is updated on a regular basis and our Policy Manual would have to be updated each time to reflect those changes. The Service Manual is conference-approved literature and therefore appropriate for study and discussion during meetings.

# **Al-Anon Alateen Family Groups**

## **District 13**

“Al-Anon is composed of many elements. The first . . . is represented by the principles that provide spiritual guidance and inspiration to the members. Another is represented by the Al-Anon services that maintain communications and take care of routine operations. These services have only enough structure to assure effective functioning and free exchange of information and help.”

*(Al-Anon/Alateen Service Manual)*

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### **Description of District 13 Territory/Boundaries**

District 13 of Washington Area Al-Anon shall be comprised of all of Pierce County south of an imaginary point beginning at Puget Sound and where 64th St. West would meet it and following that imaginary line further east to Custer Road West; thence south to South 74th following it east (even becoming 72nd St.) on to Canyon Road and continuing on an imaginary line straight north to the Puyallup River; thence east along the Puyallup River to the Puyallup Freeway (Routes 410 and 167) following it north to the King County Line.

## **Statement of Cooperation between District 13 and Pierce County Al-Anon Information Services**

- These Policies & Procedures, building on the foundation of the Traditions, honorably intend to bind District 13 Al-Anon/Alateen together in unity. They shall guide the Groups and elected representatives in the Service Structure we choose to adopt for our common good.
- The District functions to unite and inform local Groups regarding their Al-Anon community, Washington Area (Al-Anon) business as it relates to the Groups, and information from the World Service Office (WSO). Group conscience decisions are carried to the WA Area and the World Service Conference through the Group Representative (GR).
- Pierce County Al-Anon Information Service (AIS) is the Service Arm of Al-Anon for Districts 12 & 13 and is responsible to the Groups they serve and cooperates with the Districts.

*(Created by motion November 2, 1988, effective January of 1989)*

## **Statement of Policies Concerning All Trusted Servant Positions**

- Trusted Servants as referred to in these policies are members of Al-Anon/Alateen who choose to make themselves available to do any type of service work -- the person who makes coffee or sets up chairs or the literature display, as well as, and including, the Group Representative, Information Service Representative, District Representative, etc.
- The Principle of Participation has been built into the whole service structure of our fellowship. There are no superiors or inferiors. The right of participation encourages those who serve Al-Anon to accept the necessary disciplines that our various tasks require. The "Group Conscience" is the *ultimate* authority and the "Trusted Servant" is the *delegated* authority. One cannot function without the other in maintaining a harmonious working balance in the Al-Anon fellowship.

*(Excerpts from Concept #4 & #10)*

## **Group Structure**

The purpose of the Al-Anon Family Group (AFG) is to help the family and friends of alcoholics.

Each Group Elects:

- A Group Representative (GR) who shall represent their Group by:
  - \* Attending the monthly District meetings and all Area Assemblies.
  - \* Reporting to the Group the information from the District meetings and assemblies.

- \* Carrying the group conscience to the district meetings and WA Area assemblies.
- \* The Group Representative (GR) shall be willing to follow the guideline G-11. In addition, the GR shall be willing to serve a three-year term, coinciding with the DR and ADR's term.
- \* A Group Representative shall fulfill the responsibilities of the AISR if they can not.

If a Group is unable to send a GR or AISR/AGR, any member may be elected by the group as their group's representative and may vote in their stead as a trusted servant. No person may represent, or vote for, more than one Group. Ineligible: Any member who is also a member of Alcoholics Anonymous

The new GR needs to be made aware of their function as a trusted servant. One step toward fulfilling that goal is to have the out-going GR act as Service Sponsor for a period of time by bringing the new GR to meetings, and to continue to attend District meetings for a couple of months after the new officers take over.

- An Alternate Group Representative (AGR)\* fulfills the GR's responsibilities when they can not. The AGR may also serve as one of the following: AISR Public Outreach Contact, Newsletter reporter, Greeter, but most importantly backup for the GR

*(Refer to "Group Representative" in the index of the Al-Anon/Alateen Service Manual)*

- An Al-Anon Information Services Representative (AISR)\* shall represent their Group by attending the monthly Information Services meetings. The Representative reports to the Group the information from the AIS meeting. It is the AISR's responsibility to carry their groups conscience to AIS meetings. Pierce County Al-Anon Information Services (AIS) is comprised of Districts 12 & 13. AIS provides public outreach. AISR/AGRs shall elect the Information Services Chair, who shall represent the AIS body of Districts 12 and 13 by attending the AWSC meetings as a Liaison member.

*(Refer to "Al-Anon Information Services Representative" in the index of the Al-Anon/Alateen Service Manual)*

- Other positions that may provide more cohesiveness for the group: Secretary, Treasurer, Chairperson, Greeter, and Literature person.
- If the GR, Alt GR or AISR are unable to attend the District, AIS meetings, WA Area, or assemblies, any eligible group member may be ELECTED to attend and vote in their stead as Representative of their Group (elected trusted servant). No person may represent, or vote for, more than one Group.

- Ineligible: Any member who is also a member of Alcoholics Anonymous can not serve as GR or AGR.

*(Refer to Al-Anon/Alateen Service manual)*

*\*It is up to the group whether these are two separate positions or combined into one position)*

## **Group Elections**

- Every three years coinciding with Washington Area elections, each group member is encouraged to state their availability for Group Representative, Alternate Group Representative/AIS Representative, Treasurer, or other group service positions. This election shall be held prior to the September District meeting. Those elected shall begin their term the following January.
- Rotation of service positions is recommended, however when someone fulfills a term of office begun by another, they may choose to stand for another term.

In the spirit of Service Sponsorship, the Policy Committee recommends the idea of the outgoing members being Service Sponsors to the incoming members for a short period of time.

## **Voting**

- The GR is the voting member at the District meetings. If a GR cannot attend, the AISR/AGR is responsible to attend and vote for the Group. The Representative reports to the Group the information from the District meeting.
- The AISR/AGR is the voting member at the Information Service meetings. If the AISR/AGR cannot attend, it is the GR's responsibility to attend and vote for the Group. The Representative reports to the Group the information from the AIS meeting.
- If the GR, Alt GR or AISR are unable to attend the District, AIS meetings, WA Area, or assemblies, any eligible group member may be ELECTED to attend and vote in their stead as Representative of their Group. No person may represent, or vote for, more than one Group.
- Ineligible: Any member who is also a member of Alcoholics Anonymous can not serve as GR or AGR.

*(Refer to Al-Anon/Alateen Service manual)*

## **Attendance**

- It is the responsibility of each GR to attend all District meetings and Area Assemblies: Pre-World Service Conference, Summer Seminar Assembly, and Fall Assembly.
- It is the responsibility of each AISR/AGR to attend all Information Services meetings.

## **Vacancies**

- If a vacancy occurs, the position shall be filled according to the normal method for that position.
- If current guidelines do not provide a field of candidates, an alternate method may be proposed to meet the need of the current term.
- If a Trusted Servant has not fulfilled the suggested guidelines of their responsibility for a period of three months, they may be replaced by subsequent election.

## **Expenses**

- Each Group is responsible for paying its GR's expenses (gas travel, lodging, meals) to attend Area Assemblies: Pre- World Service Conference, Summer Seminar Assembly, and Fall Assembly. (*Refer to Al-Anon/Alateen Service Manual*)
- A prudent use of Group funds by Trusted Servants is presumed.
- Method or rate of payment is a matter of Group autonomy.
- To meet expenses some groups have found it prudent to do fundraising such as hosting speakers meetings, raffles, etc.

*(For more information see “Finances” or “Fundraising” in the index of the Al-Anon/Alateen service manual)*

## **Policy Changes**

- A motion may be brought to the District by any member through the appropriate representative (GR or an elected Trusted Servant). The motion would be sent to the Policy and Procedures Committee for research. After research, the Policy and Procedures Committee would send the motion or change through the appropriate representative to the Groups for Group conscience.
- The District is responsible to inform the groups of a motion or change prior to voting.
- Since the Policy and Procedures Committee is not a standing committee, but an advisory one, if there is no committee currently established, one will be appointed, drawing members from the District, past officers or other experienced members.

## **District Structure**

- Districts are a number of groups within a geographical part of a city, state, or province that meet as needed. Each district has a District Representative (DR), who may visit the groups and represents their voice at Area World Service Committee (AWSC) meetings. Each district may have officers and coordinators to help the district carry the message.
- District Meetings are a meeting of GR's held as necessary in a central location within a district to elect a District Representative, to hear his reports, and to discuss district matters.

## **District Elections**

- The GRs elect a District Representative (DR) who represents all the Groups in their District by attending the Area World Service Committee (AWSC) meetings. The DR also attends all Washington Area Assemblies.
- Election year shall coincide with that of the Washington Area, and elections shall be held at September's District meeting. Those elected shall begin their term the following January.
- Election of all District Officers shall be for a three-year period.
- Rotation of officers is recommended, however, when someone fulfills a term of office begun by another, they may choose to stand for another term.
- At the time of the election, those making themselves available for DR and ADR will state their qualifications.

*In the spirit of Service Sponsorship, the Policy Committee recommends the idea of the outgoing members being Service Sponsors to the incoming members for a short period of time.*

## **District Group Representative Meetings**

- District meetings are held monthly or when otherwise called by a District Representative. Schedule and changes will be announced in the SCOPE.
- Any Al-Anon/Alateen member is welcome to attend all meetings and to speak to any issue.
- The following Officers and Coordinators shall give their reports at the District meeting:

District Representative	Information Services Liason
Alternate District Rep.	Alateen Coordinator
District Secretary	Archivist
District Treasurer	Beginner/Introductory Meeting Coordinator

## **District Motions**

- Only a GR or the elected Trusted Servant for a Group may make or second a motion.
- Officers and Coordinators who are not GRs may not make motions, but may take part in the discussion.
- Any Al-Anon/Alateen member is welcome to attend and may speak, but has no vote.
- If a DR who is a GR is chairing the District meeting, they may not make or second a motion, nor vote, unless to break a tie.
- Motions shall be given in writing at the time of presentation to the District Secretary, with individual's name and Group noted.

## **General District Responsibilities**

The District shall be responsible for the following:

- District Representative's Expenses (not covered as Group Representative)
- Coordinate the Three Legacies Workshops semi-annually.
- Provide accurate information for publication of meeting schedules.
- Provide Alateen K-7 packets for new Alateen Groups.
- Support the beginner/introductory meeting by having groups sign up to chair the meetings.

## **District Source of Income**

- It is customary for each Group to make financial contributions on a regular basis, according to Group conscience, to support the District.
- Monthly donations are preferred. These monies can be taken from the Group treasury by Group conscience. A basket may be passed for the express purpose of District support, or when needed, special events or fund raising activities for Al-Anon/Alateen may be held within the fellowship. Fund raising is always in accordance with the Traditions. (*Refer to Al-Anon/Alateen Service Manual*)
- Only individuals who are members of the fellowship may make personal donations.
- Contributions received from AA that are offered to acknowledge Al-Anon participation in a joint function may be accepted.

## **Business or Advisory Committees**

- These committees are composed of several members, including present and previous officers, who deal with questions of policy and/or any internal issues or situations that may arise. (Such as, Policy and Procedures Committee, Moving Committee, Audit Committee)

- These committees may be formed as needed and members may be appointed and/or volunteer. The committee does not have decision-making power, unless specifically addressed in formation of the committee.

*(Refer to Al-Anon/Alateen Service Manual)*

## **District Audits**

- An audit of District financial records shall be done at the end of July and January of each year and prior to each time a new treasurer assumes office.
- An audit committee shall consist of at least three (3) Al-Anon members, ideally with one person having had experience on a previous audit. The outgoing and incoming treasurers shall participate but are not part of the audit committee.

## **District Representative (DR) Election**

- District 13 shall have an election for this 3-year Trusted Servant position. This term of office will run concurrently with the Area. The voting body shall be comprised of the outgoing GRs. In September, before Fall Assembly, they shall elect a District Representative from the field of:

Outgoing Group Representatives of District 13

Incoming Group Representatives of District 13

Past Group Representatives of District 13 currently serving as:

Dist Secretary	Institutions Coordinator
IS Secretary	Answering Service Coordinator
Dist Treasurer	Alateen Coordinator
IS Treasurer	Speakers Bureau Coordinator
Alternate DR	CPC Coordinator
SCOPE Editor	Speaker Meeting Coordinator
PI Coordinator	Beginner/Introductory Meeting Coordinator
Archivist	

- Those who make themselves available as a District Representative (DR) are eligible only if their home group is located in District 13.
- Ineligible: Any member who is also a member of Alcoholics Anonymous  
*(Refer to Al-Anon/Alateen Service Manual)*

## **District Representatives Expenses**

- It is the responsibility of the District to financially support their DR to attend two Area World Service Committee (AWSC) meetings per year (usually February and August) and to pay expenses for a DR, who is not a current GR, to attend Washington Area Assemblies. (currently three per year: Pre- World Service Conference, Summer Seminar Assembly, and Fall Assembly)

- Estimated expenses may be given to the treasurer prior to the event if an advance is desired, but the DR is expected to keep receipts for actual expenses and turn them in to the treasurer upon completion of the event for final settlement or reimbursement. These expenses are as follows:
- Travel Expenses
  - \* Carpooling is encouraged. Rate is .03 less than the IRS business allowance, per mile, per vehicle.
  - \* Travel expenses shall be divided by the number of people riding in a vehicle. Each driver has the autonomy to ask for money over and above gas used for cost of vehicle maintenance. The driver needs to identify his/her decision regarding maintenance money prior to the trip.
  - \* If the District decides to hire a bus company or some other mode of transportation for one of these events, the DR is encouraged, but not obligated, to use that transportation. However, the District will pay for whichever of these two ways the DR chooses to travel.
- Lodging
  - \* One night's accommodations will be paid for two AWSC meetings, Pre-World Service Conference, Summer Seminar Assembly, and Fall Assembly if less than 85 miles one-way. The room rate is divided by the number of people sharing the room. Economical sites and double to quad accommodations are encouraged. Two night's accommodations will be paid for any assembly or AWSC if over 150 miles, one-way.

### **Meal Expenses; by event**

- AWSC Meetings: A luncheon is usually provided free, if there is a charge, the District will pay for it.\*
- Pre Conference: The Districts shall pay for the DR's luncheon ticket at Pre Conference. We support the DR's participating in the luncheon provided at the facility, since this includes rental of the facility, following Tradition 7 in being self supporting.\*
- Summer Seminar Assembly: The Districts will pay the registration fee which covers both lodging and meals.\*
- Fall Assembly: The Districts will pay for the Assembly package.\*

*\*Assemblies requiring one nights accommodations will reimburse up to two meals not provided by assembly, maximum \$20.00. Assemblies requiring two nights accommodations will reimburse up to four meals not provided by assembly, maximum \$40.00. Receipts are required.*

## **Alternate District Representative Election**

- District 13 shall have an election for this 3-year Trusted Servant position, a term of office which will run concurrently with the Area. The election of the ADR is to be separate from that of the DR (rather than the first runner-up for DR becoming Alternate DR). The voting body shall be comprised of the Outgoing GRs. In September, before Fall Assembly, they shall elect an Alternate District Representative from the field of:

Outgoing Group Representatives of the District

Incoming Group Representatives

Past Group Representatives of the District currently serving as:

Dist Secretary

Institutions Coordinator

IS Secretary

Answering Service Coordinator

Dist Treasurer

Alateen Coordinator

IS Treasurer

Speakers Bureau Coordinator

Alternate DR

CPC Coordinator

SCOPE Editor

Speaker Meeting Coordinator

PI Coordinator

Beginner/Introductory Meeting Coordinator

Archivist

- Those who make themselves available as an Alternate District Representative (ADR) are eligible only if their home group is located in District 13.
- Ineligible: Any member who is also a member of Alcoholics Anonymous  
(Refer-to Al-Anon/Alateen Service Manual)

## **Responsibilities of DR and ADR**

- District Representatives and Alternate District Representatives shall be elected by the outgoing GRs of District 13.
- Election of all District officers shall be for a three-year period to run concurrently with the Area.
- The DR shall Chair the District meeting.
- The DR shall be willing to follow the Guidelines G-37 that outlines their duties and responsibilities.
- The DR shall attend the Area World Service Committee (AWSC) meetings and all Washington Area Assemblies.
- The District Representatives shall make an effort to visit all Groups in the District at least once a year. The purpose of these visits is to share their experience, to become known to the members, to inform the Groups of the activities and needs of the District, and to identify the service opportunities available to Groups and Group members. A DR is also available to visit Groups by invitation.

- The ADR serves as an alternate to the DR and will be present in their stead, as needed. The DR may request assistance in district service obligations. It is the ADR's responsibility to attend the District/GR meetings.
- The ADR shall be willing to fulfill the DR position for the remainder of the term should the DR be unable to do so. A new DR shall then be elected.  
*(Refer to Al-Anon/Alateen Service Manual for further responsibilities)*

### **Group Representative (Elected Position)**

- It is the responsibility of each GR to attend all District meetings and Washington Area Assemblies.
- The Group Representative (GR) shall be willing to follow the guideline G-11. In addition, the GR shall be willing to serve a three-year term, coinciding with the DR and ADR's term.
- The GR serves as an alternate for the Information Service Representative (AISR/AGR) and encourages other members of their home group to participate in service. Should the Group not have an AISR/AGR, or the AISR/AGR is unable to attend, the GR is responsible to represent the Group at the AIS meetings.
- If a Group is unable to send a GR or AISR/AGR, any member may be elected by the group as their group's representative and may vote in their stead as a trusted servant.
- No person may represent, or vote for, more than one Group.
- Ineligible: Any member who is also a member of Alcoholics Anonymous  
*(Refer to Al-Anon/Alateen Service Manual)*
- The new GR needs to be made aware of their function as a trusted servant. One step toward fulfilling that goal is to have the out-going GR act as Service Sponsor for a period of time by bringing the new GR to meetings, and to continue to attend District meetings for a couple of months after the new officers take over.  
*(Refer to Al-Anon/Alateen Service Manual for further responsibilities)*

### **District Treasurer (Elected Position)**

- The Treasurer shall be responsible for communication with the DR regarding any and all bills. It is suggested that the Treasurer be capable of reconciling a checkbook to a bank statement, and able to make an income/expense statement to be given to all GRs at the District meeting.

### **Treasurer Responsibilities**

- Acts as collector, custodian and disbursing officer of District funds.

- Passes the donation basket at the District meetings and verifies income and donations with a GR or officer.
- Deposit any moneys within 14 working days after received.
- Each donation amount and the Group (or person's name) will be listed on a duplicate deposit slip.
- Keeps a record of all receipts and expenditures.
- Makes sure that individuals/committees wanting money have completed and submitted a requisition form.
- A single check may cover more than one requisition form.
- Receipts are to be turned in before any disbursements of funds are made. All disbursements will be made by check.
- Submits a Financial Statement at the monthly District meeting showing all income & disbursements.
- Provide DR with reconciled bank statement for the previous month.
- Details of Groups donating provided at least quarterly.
- Attends the monthly District meeting.
- The checking account will maintain a prudent reserve of \$400.
- Provide a End-of-Year statement of Income & Expenses.
- Provide a draft of annual budget estimate for approval of GR's at the district business meeting.

### **District Secretary (Volunteer Position)**

- The District Secretary attend all District meetings taking minutes which will reflect items of discussion, motions made and the outcome of the vote, any actions decided upon by the body, and any announcements. Minutes should be typed and copies distributed electronically within 2 weeks after the district meeting to the following:
 

District Representative	Treasurer
Alternate District Representative	Alateen Coordinator
Group Representatives	District 13 Liason to AIS
Beginners/Introductory Meeting Coord	Archivist
Alternate Group Representatives	AIS Chair
- Maintains, updates and distributes an accurate contact list of all district GR's, officers & coordinators.

### **Coordinators**

Coordinators are volunteers with previous Group, District or AIS service. They are not elected or appointed but are affirmed by the group conscience. If there are two people making themselves available for a position, the Group conscience of the body shall decide who shall hold the position.

## **Archivist (Volunteer Position)**

"The purpose of an Archives would be to preserve the experience, history and memorabilia of the Al-Anon/Alateen fellowship from the beginning of the family movement in that locale. This history should be preserved in such a way to be made available to the membership and the serious researcher, within the framework of our Traditions for the good of Al-Anon as a whole

The following shall be the responsibility of the Archivist:

- Minutes for District and meetings.
- Newsletter (SCOPE)
- Any and all correspondence pertaining to activities Al-Anon/Alateen has participated in within the community, such as Thank You notes, newspaper articles, radio and TV tapes.

*(It is suggested that the Archives Coordinator make themselves familiar with WSO Guideline G-30)*

## **Alateen Coordinator (Volunteer Position)**

The following shall be the responsibility of the Alateen Coordinator:

- Holds Sponsors' meetings for the purpose of getting information about District and Information Service activities to the Alateen meetings through the sponsors. The purpose of the Sponsors' meetings is the sharing experience, strength and hope in being an Alateen sponsor.
- Encourage Al-Anon members to attend WA Area Sponsors' meetings such as ASTAR (Al-Anon Sponsor Training and Recovery) and WAAC (WA Area Alateen Conference) to help them decide if sponsoring an Alateen meeting is an area of service in which they are interested. On occasion, previous sponsors may be invited to the Sponsors meeting to share. *(Attendance at a Sponsors meeting does not mean commitment to being a sponsor.)*
- When a request is made for an Alateen speaker, the Coordinator is the primary contact since the Coordinator is in close communication with sponsors of Alateen Groups and is a natural pipeline of communication.
- Is encouraged to visit each Alateen meeting at least once a year for the purpose of being visible to the members of Alateen. During this visit, Answering Service participation and speaking opportunities can be identified and service encouraged. It is also important for Alateens to be made aware that the Coordinator position exists for their benefit, and is also available to them for situations they may not feel comfortable discussing with their sponsor *(such as sponsor concerns.)*
- Is encouraged to visit Al-Anon meetings in District 13. In this way, the need for sponsors can be identified and questions asked relating to Alateen by Al-Anon members.

## **Beginner/Introductory Meeting**

These meetings are held in the community to acquaint newcomers with the fundamentals of the Al-Anon program and the family disease of alcoholism. The Al-Anon Family Groups in District 13 can refer newcomers to these meetings.

- Topics covered are:

Alcoholism, Family Disease

3C's & Slogans

Serenity Prayer

Sponsorship

Four Primary Ideas

Anonymity

CAL Literature

Membership & Attendance

Home Group

Overview of the Steps

## **Beginner/Introductory Meeting Coordinator Responsibilities (Volunteer Position)**

- Recruits and maintains a schedule of Al-Anon/Alateen volunteers to host the Beginner/Introductory Meetings.
- Acquaints volunteers with their responsibilities.
- Coordinates with Information Services in keeping a supply of Newcomer packets for volunteers to hand out.
- Attends and gives a report at the monthly District and AIS meetings.
- Gets current information to the SCOPE by the deadline set.

*(See Guideline #G-2 "Beginner's Meetings")*

## **Other Volunteer Positions**

- If more than one person becomes available for a volunteer position, the position might be shared, if appropriate, OR, the body they would serve may take a group conscience or hold an election to choose one of the candidates.

*(See Glossary "Volunteer Positions")*

## **Al-Anon Acronyms**

AFG	Al-Anon Family Group
ADR	Alternate District Representative
AGR	Alternate Group Representative
AIS	Al-Anon Information Services
AISR	Al-Anon Information Services Representative
AWSC	Area World Service Committee
CAL	Conference Approved Literature
CMA	Current Mailing Address
CPC	Cooperating with the Professional Community
DR	District Representative
GR	Group Representative
IAGSM	International Al-Anon General Services Meeting
IS	Information Services
LDC	Literature Distribution Center
ODAT	One Day At A Time
PI	Public Information
PMA	Permanent Mailing Address
RSS	Regional Service Seminar
WSC	World Service Conference
WSD	World Service Delegate
WSO	World Service Office

## Service Positions Available In District 13

<b>Group Level</b>	<b>District &amp; Info. Services Level</b>
• Make coffee	* District Representative
• Greet Newcomers	* Alternate District Representative
• Set out Literature	•* District Secretary
• Put away Literature	•* District Treasurer
• Clean coffee pot	•* Alateen Coordinator
• Buy Literature	•* Archives Coordinator
• Chair Meeting	•* Answering Service Coordinator
• Share Experience, Strength, & Hope	•* CPC Coordinator
• Donate funds	•* Fund Raising Coordinator
• Participate in business meeting	•* Public Information Coordinator
• Make commitment to Home Group	•* SCOPE Editor
• Show up EVERY week	•* Speaker Bureau Coordinator
• Get a Sponsor	•* Institutions Coordinator
• Be a Sponsor	•* Speaker Meeting Coordinator
• Lock & unlock building	• Alateen Sponsor
• Be a part of the Group Conscience	• Chairperson of special event
• Treasurer	• Serve on committees
• Secretary	• Put up Al-Anon/Alateen posters
• Chairperson	• Distribute Literature
• First Step a Newcomer	• Speaker sharing experience, strength & hope
• Information Services Representative	
* Group Representative	
* Alternate Group Representative	

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• Indicates Service available to all Al-Anon/Alateen Members.

\* Indicates Service available to Al-Anon/Alateen Members who are not Members of Alcoholics Anonymous.

•\* Indicates Service available to all Al-Anon/Alateen Members in Dist. 13, but in some Districts you must be a Group Representative to fulfill these positions. In District 13 these positions do not make people eligible to make themselves available as Group or District Representatives as a result of this service, and, unless they are current Group Representatives they have no vote at the District level.

## Statement on Younger Family Members

The 1980 World Service Conference reaffirmed a decision not to register or service “preteen” groups; they did vote, however, to approve a Membership Statement which, while not encouraging the forming of younger groups, does allow for the expansion of Alateen groups that chose to include younger members. They are registered with the name *ALATEEN*.

The Conference acknowledged that though younger family members are being affected by alcoholism, Al-Anon would not write special material for them as it could lead to a teaching atmosphere and Al-Anon literature did not come out of a need to teach but rather a need to share. Experience has shown that younger children have a shorter attention span and some have difficulty expressing thoughts and feelings. In order to stimulate sharing, some sponsors soon turned to worksheets, coloring books and games. While their intentions were good, many Sponsors eventually strayed from the Al-Anon philosophy and without realizing it, brought in techniques used by outside agencies.

Alateen is a fellowship where younger family members share their experience, strength and hope with each other. Alateen literature, edited and distributed by the World Service Office, is written by members of Al-Anon and Alateen groups and reviewed by Alateen members.

Alateen members have the freedom to interpret the program for themselves. As they grow through this sharing of experience, they are soon able to take what is best for them and leave the rest. There are some younger children ready for sharing experiences; however, many are not. Through their inability to understand, they become confused and need the Sponsor to explain what is happening. When Steps, Traditions and inventories are sent to the WSO, having been rewritten and changed for the benefit and understanding of younger family members, the question arises as to whose interpretation is being shared, those of the child or those of the adult.

In the early days of Alateen’s history, when having their own Steps and Traditions was being considered, Lois, the co-founder of Al-Anon Family Groups, directed the teens by stating she felt they should stay under the auspices of Al-Anon Family Groups. She asked whenever possible, that they neither change the Steps or Traditions. After reviewing them, the young people felt a few minor changes were necessary in the Traditions to make them relevant. Also, in the early days of Alateen’s development, the Alateens themselves put the age restriction of twelve on their groups as many misinformed parents were using Alateen as a baby-sitting service.

Alateen Sponsors care and share. They are at the Alateen meetings to insure a certain amount of discipline and to encourage the young people to share with each other. A Sponsor offers understanding of the Twelve Steps and Traditions as written; however, it is not an Alateen Sponsor’s responsibility to rewrite them or to develop games for interpreting the program. Alateen members need guidance without being taught. They need to be aided without stifling their own creative abilities. Alateens need sponsorship and they also need to grow at their own pace, in their own time.

Although the above thinking has been in effect since 1980, the 1992 World Service Conference reconsidered this matter and passed the following motion: “The Alateen Committee recognizes the fact that 30% of our membership is under 12 years of age. We therefore move to provide services to meet the needs of our younger members of Alateen.”

Compiled and Distributed by:  
AL-ANON FAMILY GROUP HEADQUARTERS, INC.

## Report of the 1991 Procedures Committee

*"We've discussed the structure of the Districts and Al-Anon Information Service (IS\*) to death and these are the conclusions we have reached:*

*"AIS is structured in accordance with the Service Manuals and the Guidelines. It is a service arm of the Districts to aid the Groups it serves in the common purpose of carrying the Al-Anon message. It is a service arm of the Districts providing a network of communication. Just as AIS serves the Groups and the District the Groups and the Districts are responsible for the support of AIS.*

*"Since the formation of AIS we have all suffered growing pains, just as families suffer when children try to become independent and fly on their own. It is felt that by combined effort in understanding and communication and with the upcoming election of officers we will attain more of the maturity Al-Anon offers by placing principles above personalities.*

*"Primary is the responsibility of Group Representatives (GRs) and AIS Representatives (AISR) to relay information to the Groups they represent and to bring group conscience back to the meetings. To accomplish this the new GR and AISR must be made fully aware of their function as a trusted servant. One step toward fulfilling that goal is to have the out-going GR and AISR act as service sponsor for a period of time by bringing the new GR and AISR to meetings and to continue to attend District and AIS meetings for a couple of months after the new officers take over.*

*"Unless there is a time constraint, projects such as CPC or PI projects be planned far enough in advance so the suggestion can be taken for group conscience and brought back to the planning committee. In connection with this, Groups must give their representatives time to report on these items and recognize each individual's part in Al-Anon as a whole and that personal progress depends on unity.*

*"It is strongly suggested that the AIS chairperson and DR's communicate to one another any planned activities, solicit suggestions and offer assistance.*

*"The DR's should give ample time at District Meetings to the AIS liaison member to make a report to the GRs and that the GR include this information in the report to the Groups. Conversely the same courtesy be given to DR's at the AIS meeting and the AISR's reports to the Group.*

*"The GR's should make the Groups aware of continuing activities which have met the criteria of group conscience in the past such as the Tacoma Mall Health Fair each February, semi-annual Legacy seminars and the cooperation with Alcoholics Anonymous in Freedom in Sobriety. This is to prevent the complaint which has been voiced that we "bosses" ask for help from the Groups without Groups having a voice."*

## Report of the 1997 Procedures Committee

*Those of us who participated in the updating of this manual spent many hours going over each sentence.*

*The purpose of this manual is not to take the place of the Al-Anon/Alateen Service manual, but to explain how Districts 12 & 13 have chosen to handle things that are not included in the Service manual. All areas in this manual that are also covered in the Service manual will coincide.*

*We have made some housekeeping changes and have suggested motions where we felt Policy changes needed to be made. The Groups have had a chance to look over these changes and have voted to accept them.*

*These Policies are not rules, but guidelines to help us better work the program in all areas.*

# Adopted Motions Re Policy Pierce County Al-Anon Districts 12 & 13

Date Motion	<u>Accepted</u> <u>Motion/Comment</u>	<u>Recommendation</u>
2/2/83	NOTE: Suggested Answering Service monitors have one (1) year of Al-Anon (for stability).	
7/6/83	Literature Center hours change to Sat 10A.M. to Noon.	Delete
12/7/83	Shall send \$50 to Washington Area, \$25 to SCOPE, \$100 to PI and \$25 to WSO (from the excess/surplus Literature Funds).	Delete or clarify
12/7/83	Shall give identical discount offered by WSO on books purchased in quantities of five (5) or more from Literature Center.	
12/7/83	PI shall furnish Hospital & Institutions meetings with literature.	
1/4/85	GR and PI meet every other month on a rotating basis. (GRs will meet on odd months/PI on even months.)	Delete
5/1/85	Regular disbursements for the Literature Center fund schedule \$75 to PI and \$25 as follows: Jan - SCOPE Feb - WSO Mar - WA Area Apr - open May - WA Area June - WSO July - open Aug - open Sept - WA Area Oct - WSO Nov - open Dec - open	Delete
5/1/85	The Literature Center donations will be made as long as moneys are available to do so. \$100 will be kept in Prudent Reserve (for workshop expenses) and \$10 in reserve to be awarded in \$5 increments in credit for purchase of literature.	Delete. LitCenter guidelines part of of guideline "book"