

## **STATEMENT TO NEW ASSEMBLY ATTENDEES**

Attendees unfamiliar with Assembly Agendas may find help by referring to the Al-Anon/Alateen Service Manual. In order to keep the Oregon Area informed, much of the Assembly is composed of regularly scheduled reports. Items of Old Business can be determined, prior to arriving at the Assembly, by reviewing the minutes of previous sessions for unresolved issues. New Business is brought forth by the Area World Service Committee (AWSC) just prior to the Assembly. Questions and suggestions for upcoming agendas should be directed to your District Representative or to another appropriate member of the AWSC.

It is requested that all Assembly attendees arrive on time so that the Assembly can start promptly when called to order. Cell phones should be turned off and no pets are allowed.

# **GENERAL POSITION DESCRIPTION INFORMATION**

## **STATEMENT OF ATTENDANCE**

A motion was passed at the February 1990 Assembly that if an Area Officer or Coordinator misses two consecutive meetings (Assembly and/or AWSC) without contacting the Chairperson and without providing an alternate or acting person, the Chairman will contact the person to ask for cause and/or resignation.

All Area World Service Committee Members (Area Officers, Area Coordinators, District Representatives, Standing Committee Chairpersons, Past Delegates, Audit/Budget Committee, Chairperson of Ad Hoc Committees, Chairperson of upcoming SSM and AIS Liaisons) and Group Representatives are to attend all of the scheduled full sessions of each Assembly to be eligible for reimbursement from the Area Travel Fund. This means, currently, attending all day Saturday and Sunday morning.

## **REFERENCES & RESOURCES**

Service Manuals  
Current Area Delegate  
Past Oregon Area Delegate  
District Representatives  
Coordinators and Officers  
World Service Office  
WSO Guidelines  
Pamphlets  
All Conference Approved Literature (CAL)

## **COMMITTEE SERVICE WORK**

Those holding a position of Past Delegate, Officer, Coordinator, District Representative, Group Representative or Ad Hoc Committee member will encourage the use of the Al-Anon / Alateen Service Manual at all levels. Members may serve on various committees as requested. Exceptions are the Oregon Area World Service Delegate and Oregon Area Chairperson who are ex-officio members of any committee. All members will serve on an Action Committee determined at the beginning of each panel.

# Oregon Area Action Committee Structure

<b>1 – Group Services</b>	<b>2 – Membership Outreach</b>	<b>3 – Fellowship Communication</b>	<b>4 – Public Outreach</b>	<b>5 – Business Services</b>
Alateen Coordinator (1) Archivist (1) Group Records (1) Area Chairman Past Delegates District Reps Group Reps	Communicator Editor (1) AIS Liaisons (3) Website Coordinator Secretary Past Delegates District Reps Group Reps	Forum Coordinator (1) Literature Coordinator (1) Past Delegates District Reps Group Reps	CPC Coordinator (1) Public Information (1) Past Delegates District Reps Group Reps	Audit Budget (3) Treasurer (1) Past Delegate (1) District Rep (1)

Delegate and Alternate Delegate float and offer support  
 Area World Service Committee members are appointed to committees at the first Area World Service Committee (AWSC) meeting of new panel  
 Group Reps count off at the first assembly (1-4)

## Purpose

1. Group Services: To keep our Area mailing list current. To reach out to newly registered or unregistered groups to invite participation. To record the history of the groups.
2. Membership Outreach: To find ways to communicate within the fellowship about Al-Anon and Alateen activities. To cooperate and share information encouraging Al-Anon and Alateen participation in service meetings, Regional Service Seminars, State Speakers Meetings, International Conventions. To create a meeting environment to renew the commitment to serve, strengthen unity and actively listen to the concerns of members.
3. Fellowship Communication: To encourage the use of Conference Approved Literature and the Forum. To encourage members to share their experience, strength and hope in articles for the Forum and other literature. To provide guidance on the use of literature and the Forum at group meetings and outreach activities.
4. Public Outreach: To be the communication voice for Al-Anon to the general public. To attract the newcomer and inform professionals about the Al-Anon/Alateen program. To provide knowledge and generate public good will toward Al-Anon. To encourage individual members to become involved in public outreach efforts.
5. Business Services: To allow time to audit records during assemblies. To make quarterly review and adjustments if necessary. Compile proposed budgets. To provide time to discuss financial issues.

The committee purpose is to provide a time and place where group representatives and other members can work together to find ways to strengthen Al-Anon and Alateen. We learn from each other how to carry our message of hope. The committees will meet three times yearly at the assemblies for 90 minutes to provide an opportunity to brainstorm ideas, select ideas and promote enthusiasm for those ideas. Each committee has the goal to assist all members of our groups to help carry these ideas out.

The committees can determine projects and action steps to accomplish these goals. All area Al-Anon groups will be encouraged to participate through reports at the Assembly, the Communicator and actions within the service structure (district meetings). Members will serve on their assigned committee for the entire three-year panel. The Delegate and the first AWSC meeting of the new panel will assign members. Area Officers, District Representatives, and Past Delegates can request a particular committee, or simply be appointed. GRs will count off at assemblies (1-4) and be assigned to the corresponding committee. After the first assembly of the new panel, their District Representative will appoint new GRs to a committee. This will enable every district to have representation and participation on all four committees.

Each action committee chairperson will be an AWSC member (coordinator or Past Delegate) decided at the first AWSC meeting of the new panel. It will be the responsibility of each action committee chairperson to elect a recorder/secretary from the membership of his or her committee during the first committee meeting.

## Suggestions and ideas

1 – Group Services	2 – Membership Outreach	3 – Fellowship Communication	4 – Public Outreach	5 – Business Services
<ul style="list-style-type: none"> <li>• To increase GR attendance at assemblies, by sharing enthusiasm at district and group meetings. Encourage service work</li> <li>• Send letters to new groups inviting them to assemblies.</li> <li>• Have districts and groups donate Alateen incentives to encourage assembly attendance as needed. Plan Alateen events at assemblies.</li> <li>• Contact schools and offer AI- Anon speakers and pamphlets for PTA meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain the area website</li> <li>• Have current area, district and group events on the web</li> <li>• Challenge each district to bring at least one new assembly participant</li> <li>• Suggest ways for GRs to talk up events with enthusiasm (5 minute report back to group)</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge every group to have one new Forum subscription or one submission to the Forum.</li> <li>• Focus on one book to one professional (i.e. Having Had a Spiritual Awakening to a minister).</li> <li>• Challenge members to chair a meeting from one of our books</li> <li>• Have an Alateen campaign: donate and Alateen book to school library</li> </ul>	<ul style="list-style-type: none"> <li>• Suggest posting meeting lists in public locations</li> <li>• Challenge every district to start a mailing list for professionals</li> <li>• Have a “store bagger” campaign (20 questions)</li> <li>• Send thank you notes/letters to TV and radio stations</li> </ul>	<ul style="list-style-type: none"> <li>• Audit records and review and discuss budget guidelines</li> </ul>

## History

In 1996 the World Service Office moved from New York, New York to Virginia Beach, Virginia. At the same time, there was also a trial restructuring of WSO services and departments. Area Assemblies were encouraged to restructure area services and activities along similar lines. In April 2001, Oregon Area voted to initial a trial restructuring into Action Committees for three years. We voted to try five committees (above). This trial period was extended for an additional three years in 2004. The Area Assembly voted to make them a permanent part of our structure in November 2006.

All groups and members at our assemblies view action committees as a vehicle for increasing participation.

12/06

12/2009

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## **RESIDENCY**

As the Oregon Area represents those members of Al-Anon from the State of Oregon, it is preferred that those members holding positions beyond the District Level (Officers and Coordinators) reside within the State of Oregon or have their Home Group within the State of Oregon. We recognize that during a term of service, a change in residency may occur. Should you wish to continue to serve in your Oregon Area position, the Oregon Area welcomes your service to finish out your term. However, there may be limitations as to the expenses you may be reimbursed. Please see the Oregon Area Budget Policy for details.

## **EXPENSES**

During your 3-year term, there may be limits to the expenses covered by the Oregon Area. Please see and review the Oregon Area Al-Anon Budget Policy for a list of expenses.

## **DUAL MEMBERS**

At the 1977 World Service Conference, it was voted that our policy is clearly defined, that Al-Anon/Alateen's holding dual membership are not eligible for the office of Group Representative, District Representative, Area Coordinators, Delegates and/or any of their Alternates. Al-Anon/Alateen members who are also members of AA are eligible to hold office within their Al-Anon/Alateen Groups. Because of the unique nature of both programs, Al-Anon/Alateen members who are also AA members do not hold office beyond the Group level, as these positions could lead to membership in the World Service Conference.

(Refer to Al-Anon/Alateen Service Manual under Multiple Group Membership in Al-Anon/Alateen and AA and Election Procedures.)