

# AL-ANON guidelines

The Shared Experiences Of Al-Anon and Alateen Members.

## Group Representative

G-11

*The group representative (GR) is a vital link in the continuing function, growth and unity of world Al-Anon.*

### REQUIREMENTS

Any Al-Anon or Alateen member who is willing to represent the group at the district and area assembly, and who is not also a member of AA, is eligible to serve as GR. A GR should have a basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they work.

### TERM

GRs are elected by the group for a three year term (see the *Al-Anon/Alateen Service Manual* (P-24/27) for information about electing group representatives).

### DATES TO REMEMBER

- Group business meeting
- District meeting
- Area assembly
- Alateen conference

### DUTIES

- Attends district meetings and area assemblies.
- Keeps members informed about information from the area delegate and the World Service Conference.
- Encourages members to subscribe to and submit articles for *The Forum*, Al-Anon's monthly magazine.
- Suggests participation in public outreach (public information [PI], co-operating with the professional community [CPC] and institutions) and Alateen service projects.
- Informs members of the need to become Alateen sponsors.
- Asks the alternate GR to attend district meetings and assemblies.
- Assists the alternate GR in serving as the area information service representative (ISR).
- Keeps the alternate GR informed to insure the group is represented if unable to attend district and area assembly meetings.
- Explains the need for self-support at the group, district, area and world service levels.
- Consults with a service sponsor or trusted servants.

### TIPS ON REPORTING BACK TO YOUR GROUP

- Take notes at district and assembly meetings.
- Request time from your group to offer a report.
- Be brief.
- Be enthusiastic.
- Focus on group needs.

### AS A GROUP REPRESENTATIVE

You are the first link in the chain that leads to our World Service Conference.

You elect a district representative from all the groups in your district.

You elect a new delegate to our World Service Conference at the area assembly from among the district representatives and eligible officers once every three years.

### LINKS OF SERVICE

÷ divide responsibility  
x multiply involvement  
+ add awareness  
= equals a good group

Group + Group = District

District + District = Assembly

Assembly + Assembly = Conference

### NEED-TO-KNOW INFORMATION

You will need to know the names, addresses and phone numbers of the:

- Area delegate
- Area officers
- District representative
- District contacts (secretary, treasurer, etc.)
- Area coordinators (Alateen, public information, archives, literature, group records, CPC, institutions, Forum, etc.)



## REMINDERS

You are not “in charge” of your group and you are not alone. The Second Tradition tells us, “Our leaders are but trusted servants; they do not govern.”

You don’t have to have all the answers but you can help the group look at the Traditions, the Concepts and the *Al-Anon/Alateen Service Manual* for guidance.

Your group may ask you to chair your group’s monthly business meeting (see sample agenda).

Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well.

## HELPFUL TOOLS

Each group receives a copy of the *Al-Anon/Alateen Service Manual*. It is a valuable tool in answering your questions and those of your group. *When I Got Busy, I Got Better* (P-78) is another valuable piece of Conference Approved Literature (CAL). Look for it in your group’s literature display or order one. Other helpful tools available free from the WSO are:

- Getting In Touch With Al-Anon/Alateen (S-23) for information about Al-Anon worldwide.
- Catalogue of Conference Approved Literature (CAL)
- Guidelines for many areas of service work
- Seventh Tradition Leaflet (S-21)
- Al-Anon Family Group Service Plan

### SAMPLE AGENDA FOR GROUP BUSINESS MEETING\*

- TREASURER’S REPORT
  - ✓ Expenses and income since last report
  - ✓ Balance
- LITERATURE REPORT
  - ✓ Present inventory
  - ✓ Discuss group’s literature needs
- PUBLIC INFORMATION/CPC REPORT
  - ✓ Explain public outreach activities of group members since last report
- AL-ANON INFORMATION SERVICE (AIS) REPORT
  - ✓ Discuss highlight of previous AIS meeting
- GROUP REPRESENTATIVE REPORT
  - ✓ Report highlights of previous district meeting
  - ✓ Have multiple copies of assembly reports available.
- OLD BUSINESS
  - ✓ Status of previous group issues
- NEW BUSINESS
  - ✓ Group concerns
  - ✓ Vote on issues
- GENERAL UPDATES
- ANNOUNCEMENTS/QUESTIONS/COMMENTS
- DATE FOR NEXT MEETING

*Each individual group’s autonomy can and will decide business meeting format and content.*

### GROUP REPRESENTATIVE EXPENSE SHEET\*

Date \_\_\_\_\_  
Purpose \_\_\_\_\_

EXPENSES (Attach receipts and explanations as needed)

ITEM	AMOUNT
Hotel _____	\$ _____
Transportation _____	\$ _____
Meal _____	\$ _____
Miscellaneous _____	\$ _____

TOTAL EXPENSES \_\_\_\_\_

LESS CASH ADVANCE \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_

Submitted \_\_\_\_\_  
By: \_\_\_\_\_  
(Signature)

## BENEFITS OF BECOMING A GR

Individuals who wish to gain self-confidence, spiritual growth and improve self-esteem are encouraged to make themselves available to serve. Service activity connects you with people who have experienced recovery at another level. Your fears will diminish; you will reap the benefits of giving to others and you will learn that by placing our common welfare first, you will receive much more than you give.

