

# **Georgia (Area 11) Al-Anon/Alateen Assembly**

## **Information and Archives Booklet**

**2024**

## **FORWARD**

Our fellowship is growing by leaps and bounds. Indeed, at every Assembly there are new DRs and GRs who are attending their very first Assembly. For many there is a feeling of confusion and not knowing where to be and what to do.

The main purpose of this booklet is to provide a basic overview of our Assembly and information that will be helpful to the newcomer. It is also meant to be a historical record of the beginning of our Area 11 Assembly and of the motions that have been passed over the years.

It is by no means intended to detract from or replace in any way our *Al-Anon/Alateen Service Manual* (P-24/27). All GRs, DRs, officers, coordinators and other members of the Assembly are strongly encouraged to read and become thoroughly familiar with the *Service Manual* because it is what binds us together in unity, strength and love.

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## **AREA ASSEMBLY**

Officers elected by the Assembly are Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer and Central Services Office Chairperson.

Coordinators appointed by the elected Delegate are Alateen, Archivist, Area Alateen Process Person (AAPP), Group Records, Literature, Newsletter Editor, Public Outreach, Tech and Web Coordinators.

### **Al-Anon Family Groups of Georgia Assembly Charter**

The Al-Anon Family Groups of Georgia Assembly Charter (Charter) is a body of principles and relationships through which Al-Anon Family Groups of Georgia, which includes Alateen (Georgia Al-Anon), as a whole can function. The provisions of the document are not legal, but traditional, since the Al-Anon Family Groups of Georgia Assembly (Assembly) is not incorporated. This Charter is an informal agreement between all Georgia Al-Anon and its incorporated legal entity, Al-Anon Family Groups of Georgia, Inc. (AFG of GA, Inc.).

#### **1. Purpose of the Assembly**

- a. To elect a Delegate to the WSC and other Assembly Officers.
- b. To facilitate communication between the World Service Office (WSO) and the Georgia Al-Anon groups.
- c. To be the guardian of Al-Anon's services within Georgia.
- d. To be a service body, not a government.
- e. To serve in any other capacity as specified in the *Al-Anon/Alateen Service Manual*.

#### **2. Composition**

The Assembly includes all members of Al-Anon within Georgia who are typically accorded voice on any Assembly matter, but specifically:

- a. all duly elected Group Representatives (GRs) who are the only Assembly members typically accorded voting privileges; and,
- b. all Area World Service Committee (AWSC) members as identified in the *Area 11 Policy and Procedure Manual for the Area World Service Committee*.

#### **3. Relation to Georgia Al-Anon**

- a. The Assembly acts on behalf of Georgia Al-Anon in the perpetuation and guidance of its Al-Anon services.
- b. The Assembly is a vehicle by which Georgia Al-Anon can express its views on policy and note deviations from the Al-Anon Twelve Traditions.
- c. GRs are free to vote as their conscience dictates and not necessarily as instructed by their respective groups.
- d. The Assembly may take no actions which supersede the responsibility and delegated authority of the WSC and its service arms.
- e. Wording in this Charter may be changed by the affirmative vote of three-quarters of the votes cast by registered GRs, a quorum being present.

#### **4. Relation to AFG of GA, Inc.**

- a. Two-thirds affirmative votes cast by registered GRs, a quorum being present, is binding upon the Board of Area Trustees of AFG of GA, Inc. (Board) and any related corporate services.
- b. The above does not affect legal obligations of AFG of GA, Inc. in conducting its business.
- c. In accordance with the provisions of the bylaws, a three-quarters affirmative vote by registered GRs, a quorum being present, may bring about a reorganization of AFG of GA, Inc. if or when it is deemed essential. They may request the resignation of the entire Board and nominate a new slate of Area Trustees.

#### **5. Board Composition, Jurisdiction, and Responsibilities**

- a. The Board is composed of qualified members of Georgia Al-Anon groups. The Board elects its own successors, with nominees subject to the traditional approval of the Assembly or a committee thereof.
- b. The Board is the chief service arm of the Assembly, which is a guardian of Al-Anon's Twelve Traditions within Georgia. Subject to 5e below, the Board has responsibility to determine policy and provide oversight of the business affairs of related corporate services. It may appoint or create suitable committees and appoint or elect members, as appropriate, to those committees.
- c. If any additional related services are later formed, the Board will be primarily responsible for their policy and financial integrity.
- d. These bylaws and any amendments thereto are subject to recall by the Assembly based on an affirmative two-thirds vote cast by registered GRs, a quorum being present. All bylaw amendments will be presented to the first Assembly to be held after their adoption by the Board.
- e. Except in great emergency, the Board ought never take action liable to greatly affect Georgia Al-Anon as a whole without consulting the Assembly. However, it is understood that the Board shall reserve the right to decide which of its decisions may require referral to the Assembly.

#### **6. Assembly Procedure**

- a. The Assembly hears financial and policy reports of the Board and related corporate services.
- b. The Assembly takes under consideration all matters affecting Georgia Al-Anon as a whole, engages in debate, appoints necessary committees, and passes suitable motions for the direction of the Board and related corporate services.
- c. The Assembly may recommend action respecting serious deviation from the Al-Anon Twelve Traditions and Concepts of Service.
- d. The Assembly may adopt procedures and elect any needed officers by a method of its choosing.
- e. A quorum required to conduct Assembly business is two-thirds of those GRs registered and attending any business meeting of an Assembly in which motions are considered or elections are conducted.
- f. At the close of each session, the Assembly will send or make available a full report of its proceedings to all GRs and AWSC members.

## 7. General Warranties of the Assembly

In all proceedings the Assembly shall observe the spirit of the Traditions:

- a. That only sufficient operating funds, including an ample reserve, be its prudent financial principle;
- b. That no Assembly member shall be placed in unqualified authority over other members;
- c. That all decisions be reached by discussion, vote and whenever possible, by unanimity;
- d. That no Assembly action ever be personally punitive or an incitement to public controversy;
- e. That though the Assembly serves Al-Anon it shall never perform any act of government; and that like the fellowship of Al-Anon Family Groups which it serves, it shall always remain democratic in thought and action.

### Meeting Format

The Assembly meets 3 times per year: January, May and September. The meetings are held on the 3rd weekend of these months (unless otherwise notified) at a Macon area hotel. Assembly weekend begins on Saturday at 11:00am with registration. The opening session begins at 12:00 noon for approximately 1 hour. Throughout the day there are workshops as well as a speaker and discussion meeting. The Assembly business meeting is held on Sunday at 9:00am and lasts until approximately 1:00pm. (Occasionally the meeting may last longer.) All GRs (or their alternate or stand-in) must be present for roll call at 9:00am Sunday morning. All Al-Anon/Alateen members have voice at this business meeting; however, only GRs (or their alternate or stand-in) have a vote except for Convention & Conference Co-Chairs when all present vote

In the event there is a need to consider canceling an upcoming face to face Area Assembly, AWSC members will be informed, and a vote will be taken. AWSC members will also vote on whether to hold a virtual Assembly. The recommendations coming from AWSC will be the final decision. If AWSC is unable to convene, the decisions will be made by the Area Officers.

The Assembly format is posted on the Area Web site at [www.ga-al-anon.org](http://www.ga-al-anon.org). The Assembly schedule is the responsibility of the Area Chairperson. As of December 2012, the basic schedule is as follows:

### Tentative Assembly Schedule

* * * Saturday * * *	
11:00am	Assembly Registration & Information
12:00 noon - 1:00pm	Opening Session (Business Meeting Part I)
1:30 – 6:00pm	GR, DR, Alateen, or other Workshops; AMIAS Certification Training; Open Discussion Meeting; Alateen Closed Discussion Meeting
6:00 - 8:00pm	Dinner Break
8:00pm	Speaker Meeting

<b>*** Sunday ***</b>	
8:00am	Assembly Registration & Information
9:00am - 1:00pm	Business Meeting Part II (All GRs, alternates, or stand-ins are requested to be present for roll call promptly at 9:00am)

### **Purpose of Assembly**

- 1) Elect a Delegate, Alternate and other Assembly officers.
- 2) Receive and distribute reports on Area and world service affairs.
- 3) Review and approve interim reports of the Area World Service Committee (AWSC).

**Goal:** The spiritual tone of Assembly will prevail by the demonstration of mutual respect and acceptable conduct as its members presume goodwill.

**Goal:** Assembly members will understand the purpose of the Assembly and the relationship within the structure.

**Goal:** Knowing that our Higher Power is present in the expression of our group conscience, Assembly members will be able to support and communicate Assembly decisions.

### **Seating Arrangements**

During the business meeting on Sunday morning, all GRs will sit together by district with the DR in the aisle seat. The responsibility for designating the rows where districts sit falls to the DR. All non-voting members and visitors are requested to sit in the back of the room. At all other times during the Assembly there is no designated seating requirement.

### **Group Registration and Changes**

#### **New Group Registrations:**

To become officially registered, an Al-Anon group must complete the New Group Registration form located on the al-anon.org website: Members » [Group Resources](#) » [Group Records](#) [New Group Registration form](#)

For more information on how to start an Al-Anon group, refer to the section “How to Start a Group” in the current WSO Service Manual, and our WSO guideline, How to Start an Al-Anon Group (G-12).

#### **Existing Group Records Changes:**

All existing group changes (e.g., meeting day/time, location, GR contact information, CMA information, etc.) should be promptly reported by the GR to his or her DR. It is then the responsibility of the DR to notify the Area Group Records Coordinator so that the appropriate changes can be made in the WSO database and on the ga-al-anon.org meeting finder.

**An online, fillable GR1 form has been created for use by District Representatives in submitting group updates. The form (Group Records Change Form) can be accessed on the ga-al-anon.org website. THIS FORM IS FOR USE BY DISTRICT REPRESENTATIVES ONLY. (The pdf version of the GR1 form or the GR1 form on al-anon.org should no longer be used.) Upon submission, the form will be sent automatically to the Area Group Records Coordinator who will then update the group information on the WSO database and the ga-al-anon.org Meeting Finder.**



### **Sign-In Procedure for Roll Call**

Every GR (or alternate or stand-in, if the GR is absent) at the Area Assembly registers by completing the sign-in sheets that are located at the registration table for in-person meetings and through email for virtual meetings. Each DR tallies the number of GR's on the sheets for in-person meetings and is responsible for turning in the sheets on Sunday morning to the Alternate Delegate before roll call. The Secretary will call each district and the number of groups represented. It is very important that each GR register so that the count for voting members present will be accurate.

### **Name Tags for In-Person Meetings**

Nametags for each GR will be at the registration table. The Alternate Delegate will work with the hosting district to have these available.

### **Responsibility for Registration and Open Discussion Meeting**

The responsibility for registration at the Assembly and for the afternoon Al-Anon open discussion meeting falls to each district on a rotating numerical basis. The DR is responsible for planning or delegating the planning to those groups in his or her district with assistance from the Alternate Delegate. It is not mandatory that a district accept this responsibility and the district may decline to do so or work in conjunction with the next district in the rotation. In the event that the district intends to decline the responsibility, the Alternate Delegate should be notified, and the opportunity will rotate to the next district. Any Al-Anon/Alateen program may be planned within policy and guidelines.

### **Financial Responsibility**

(Al-Anon/Alateen Service Manual)

In 1986, we voted to create a budget so that our needs are met in a manner that provides the greatest benefit to our fellowship. It also assures that our trusted servants who serve out of love and willingness are not overburdened financially.

Our Assembly gives a yearly contribution to the WSO. The amount is voted on and remains set. However, as we prosper financially, this amount can be increased by a motion made and passed by the Assembly.

The Seventh Tradition pamphlet (S-21) provides us with suggested guidelines as to how group contributions should be divided to be sure that all financial responsibilities are met.

In May 1988, we became incorporated as Al-Anon Family Groups of Georgia, Inc. and in April 1990, we became a tax-exempt corporation.



Al-Anon Family Groups of Georgia, Inc.

## Notice of Participant Waiver

Participants at events sponsored by Al-Anon Family Groups, Inc. agree to the following waiver as part of their registration:

**RISK OF LOSS AND INDEMNIFICATION:** Event participant agrees that all personal property, personal belongings, and other items brought to any event sponsored by Al-Anon Family Groups of Georgia, Inc. shall be at the sole risk of the participant regarding any theft, damage, destruction or other loss and that Al-Anon Family Groups of Georgia, Inc. shall not be responsible for or liable for any reason whatsoever. By attending this event the participant also agrees:

to ASSUME ANY RISK OF INJURY OR ILLNESS they might suffer while at the event location, or following attendance at an event regardless of whether you are involved in any activity; and

to forever WAIVE, RELEASE, DISCHARGE AND AGREE NOT TO SUE the Al-Anon Family Groups of Georgia, its officers, employees, volunteers and affiliated or associated legal entities FROM LIABILITY for claims arising out of participation at the event to the fullest extent permitted by applicable law; and

to be responsible for paying any and all medical expenses for treatment of injuries or illnesses which you might suffer or inflict upon others while at the event location; and

to be responsible for paying any expenses associated with the consequences of confrontational, aggressive, racial / gender bias, or illegal behavior. This behavior is not tolerated at Al-Anon Family Groups of Georgia, Inc. events.

## **AREA WORLD SERVICE COMMITTEE**

### **Meeting Format**

The Area World Service Committee (AWSC) meetings are held 3 times per year on the third Saturday in November, April and August at a location in Macon, Georgia. The meeting is held from 12:00 noon until 4:00pm (unless otherwise notified). AWSC meetings are required for all Assembly officers, DRs, coordinators, liaisons to any information service, and convention representatives, all of whom have voice and vote. The current AFGG, Inc. Board of Trustees Chairperson has voice and vote at AWSC. Current Area Trustees at Large and Past Area Trustees have voice only at AWSC. Past World Service Trustees and past Delegates (who served in any Area and are currently residing in Georgia) also have voice and vote. This meeting is open to all Al-Anon members to attend as visitors; however, they have no voice or vote. After elections are held during the September Assembly in the 3<sup>rd</sup> year of each 3-year term, members of the new panel meet at the November AWSC to prepare the agenda for the following January Assembly (which is when members of the new panel officially begin their term of office).

In the event there is a need to cancel an upcoming AWSC meeting, the members will be informed, and a vote will be taken. If AWSC is unable to convene, the decision will be made by the Area Officers.

### **Committees**

Committees, Work Groups, and Thought/Task Forces can be appointed at the discretion of the Area Chairperson, AWSC, or Assembly with a specific stated purpose and for a limited time until their charge is complete. Members can be selected from volunteers, drawn from the hat, or as recommended by the Assembly or AWSC.

#### **The Alateen Safety Committee**

Comprised of the Board Chairperson, the Board Secretary, the Area World Service Delegate, the AAPP, and the Area Alateen Coordinator.

#### **The Finance Committee**

Comprised of the AFGG Board of Trustee Treasurer as Chairperson, the Area Treasurer, Area Chairperson, either the GACS Treasurer or GACS Chair, and the AFGG Board Chair who serves as an ex-officio member. The 6th and 7th members are chosen by the Board Treasurer with consideration going to a current and/or past Al-Anon Convention and Alateen Conference Chair.

#### **The Georgia Area Policy Committee (GAPC)**

Exists to provide clarification of any matter relating to the Al-Anon fellowship within the Georgia Area. The GAPC may exercise authority over issues or projects that involve Area and/or WSO policy, public relations, Traditions, or Concepts. It is empowered to consider any Area issue or project, or to reconsider a decision already made if any part of the Georgia Area's fellowship dissents, and reports minority views. Items may be submitted or referred to the GAPC by any Georgia Al-Anon or Alateen member, or any Al-Anon service entity within the Area. Recommendations of the GAPC must be approved by the AFGG Board of Trustees, our AWSC, and Area Assembly. In an emergency, when an immediate action is necessary, GAPC's decision is binding so far as that particular incident is concerned. But this decision does not necessarily become part of the overall Area policy, unless approved as referenced above. Questions that are particularly sensitive or debatable may be deferred until the Georgia Area Assembly convenes.

The foregoing notwithstanding, no decision or recommendation will conflict with any Tradition, Concept, policy, guideline, or current *Service Manual* direction, as available online, established at the World Service level where Area autonomy has not been explicitly or implicitly granted.

### **Forming the Policy Committee**

Consists of 6 members consisting of Chairman of Board, Area Chair and Delegate, all of whom are board members; the other 3 members of the Policy Committee will consist of other eligible members of AWSC which are the Area Coordinators, District Representatives, Past WSC Trustees and Past Delegates.

Form the Policy Committee prior to other committees to have the largest pool of eligible members from which to draw.

Of these eligible members, (1) Area Coordinator, (1) DR and (1) Past Trustee or Past Delegate will sit on the Policy Committee. To be eligible as a Past Trustee or Past Delegate, the member must have attended at least three (3) Assemblies or AWSC meetings in the immediate past panel. The Treasurer of the Assembly, Treasurer of the Board and Public Outreach Coordinator are not eligible.

The Area Chair randomly selects the name of the Coordinator out of the pool of eligible Coordinators, the name of the District Representative out of a pool of eligible District Representatives, and the name of the Past WSC Trustee or Past Delegate from a pool of eligible Past WSC Trustees and Past Delegates.

Should anyone who is chosen decide not to accept the position or has to step down from their position on the Policy Committee; the Area Chair would then randomly select another name from the eligible candidates from the pool of the vacated seat.

## **AL-ANON/ALATEEN AREA CONVENTION**

Although the Area Convention is separate from the Assembly, the following outlines the relationship between the two entities:

The Convention Chairperson is a member of the AWSC with voice and vote.

The planning of one convention begins before the close of the current one. Meetings are scheduled throughout the year at the discretion of the Convention Chairperson. This task of planning an Area Convention requires a lot of time, hard work, patience and love for the fellowship.

The chairperson and co-chairperson for the convention come from the Convention Zones 1-6 (see the following Convention Zone Map), which are referred to as the host and co-host zones. The current co-chairperson becomes the chairperson of the next convention. The new co-chairperson is elected at the May Assembly meeting. This member will then become the chairperson the following year and so on in rotation through the zones. The past chairperson remains on the next year's convention committee to provide experience, strength and hope. Position Descriptions for the Chair and Co-Chair are located in this booklet following the Coordinators.

The convention is usually held around the 1<sup>st</sup> weekend in August at the selected site. (Amended 9/95)

At the September 1995 Assembly, it was voted to accept this annual convention as the Georgia Area 11 Al-Anon/Alateen Convention.

The AWSC liaison will be the current Delegate; the alternate liaison will be the current Area Chairperson.

In the event there is a need to cancel an upcoming Georgia Al-Anon/Alateen Convention prior to the next Area Assembly, the recommendation coming from AWSC will be the final decision. If the decision has to be made prior to the next AWSC meeting, AWSC members will be informed and given an opportunity to vote. If AWSC is unable to convene, the decision will be made by the Area Officers.

## **GEORGIA ALATEEN CONFERENCE**

The Georgia Alateen Conference is also a separate event from our Area Assembly. The following outlines the relationship between the Conference and Assembly:

The Alateen Conference Chairperson is a member of the AWSC with voice and vote.

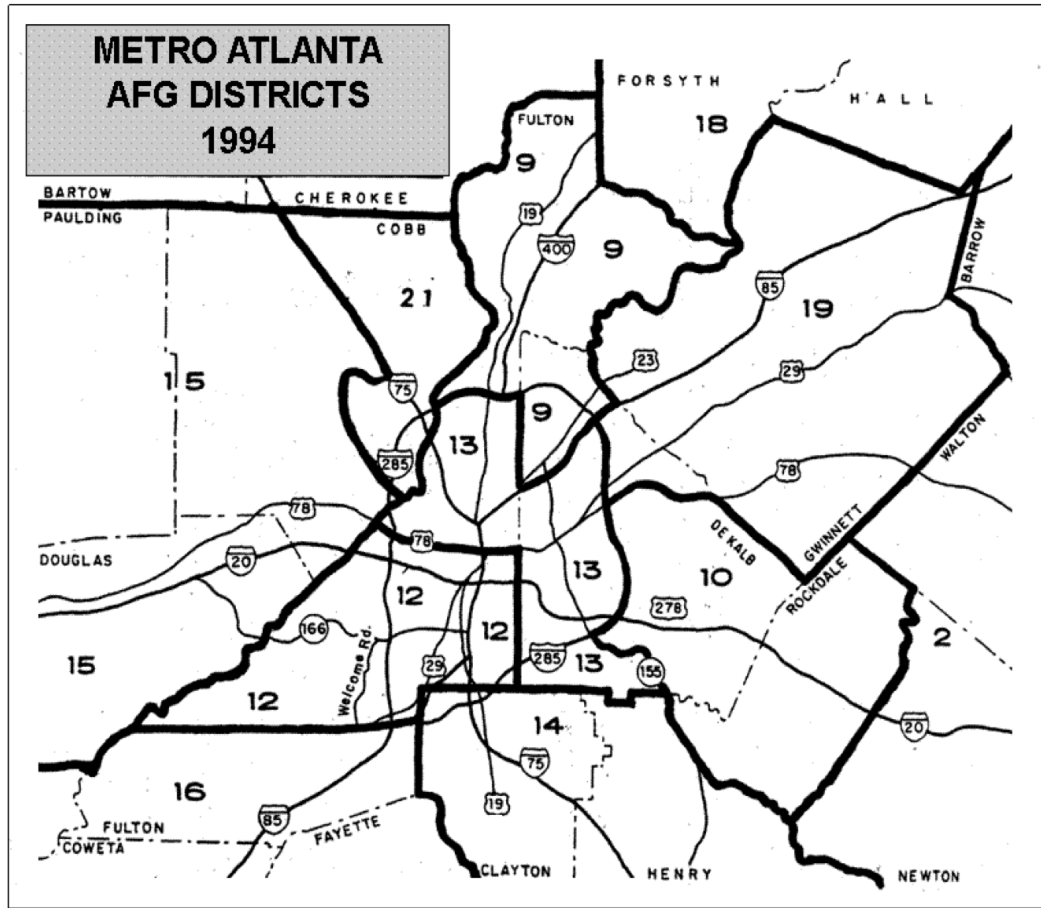
The planning of the next year's conference begins immediately following the close of the current one. Meetings are scheduled throughout the year at the discretion of the Conference Chairperson. The task of planning an Alateen Conference also requires a lot of time, hard work, patience, and a close working relationship with the AFGG Board of Trustees, the Area Alateen Process Person (AAPP), and the Alateen Coordinator in making sure current laws and guidelines are closely followed in relation to minors.

A new co-chairperson for the Conference is elected at each May Assembly meeting from members that are currently certified AMIAS (Al-Anon Members Involved in Alateen Service) or are willing to become certified before the Conference starts. This co-chair serves on the Alateen Conference Committee that year and then becomes the chairperson the following year. The past chairperson remains on the next year's conference committee to provide experience, strength and hope.

The Alateen Conference is usually held around the last weekend of May or the first weekend of June. The Alateen Coordinator serves as the AWSC liaison to the Alateen Conference. The Area Chairperson serves as the alternate AWSC liaison to the Alateen Conference.

In the event there is a need to cancel an upcoming Georgia Alateen Conference prior to the next Area Assembly, the recommendation coming from AWSC will be the final decision. If the decision has to be made prior to the next AWSC meeting, AWSC members will be informed and given an opportunity to vote. If AWSC is unable to convene, the decision will be made by the Area Officers.

**METRO ATLANTA AFG DISTRICTS MAP**







**Report of Georgia AFG, Inc. Policy Committee On:  
Policy for Group Requests to Change Districts, dated 7/06/2015.**

It is not advisable to develop a policy related to individual group requests to change districts:

1. As districts are defined by geographical boundaries, it is impossible to move a single group. Moving a group would involve the change of geographic boundary lines for at least two, if not more, districts. Moving groups without updating geographic boundaries would be a direct exception to the approved policies and service structure documented in the Service Manual. A process to revise district boundaries is already in place and is addressed in the Service Manual (see Research and Reference Information).
2. Revising district boundaries has impact at nearly all service levels and entities – some of which is significant. One of the most compelling considerations for consistent district boundaries and group assignments is the consistency of service history, records, and reporting – at all levels of the service structure. For additional considerations, please see “Working Papers of the Policy Committee Related to Policy for Group Requests to Change Districts” – Attachment A.

A definition of an Overlay District is found in the 2022-2025 Al-Anon/ Alateen Service Manual.

**COOPERATION AT A.A. STATE CONVENTIONS**

TRADITION VI

(AL-ANON/ALATEEN SERVICE MANUAL)

WSO GUIDELINE G-3, G-7

When asked to participate in an A.A. state convention we are present by invitation and overall plans are the responsibility of A.A.; however, as a separate entity, we are responsible for our speakers and meetings, including Alateen speakers, meetings, and activities. A.A. conventions must have Al-Anon participation in order to have Alateen participation. A Position Description for the Al-Anon Liaison to the A.A. Convention is located in this booklet following the Coordinators.

**SOUTHEASTERN REGIONAL TRUSTEE**

(AREA 11 POLICY AND PROCEDURE MANUAL FOR THE AWSC)

Election of a Regional Trustee and Alternate is conducted every 3 years based on the regional election year for the Southeast Region or as requested by the AFG, Inc. Board of Trustees to fill a vacancy. Any Al-Anon member may submit a qualifying resume for consideration by the AWSC based on the minimum requirements as determined by the AFG, Inc. Board of Trustees. Minimum requirements are included on the resume form. The deadline to submit a resume is the April AWSC of the year preceding World Service Conference (WSC) affirmation and AFG, Inc. Board of Trustees election in order to meet the WSO deadline of August 15. The nominee(s) are presented to the May Assembly for their affirmation. Vote will be by written ballot when meeting face-to-face and electronic ballot when meeting virtually.

**POLICY FOR MINORS ATTENDING AFGG EVENTS:**

Policy for Minors Attending AFGG Events: All minors (who are not Alateens) attending Area events are the responsibility of their parents and must be supervised by their parent or guardian throughout the event. AFGG is not responsible for them and does not provide childcare. Minors who wish to attend Alateen events must have all required forms completed. Emancipated teens under 17 years of age attending Area events must present their paperwork from Juvenile Court;

they can attend Alateen events once required forms are completed.

## **HISTORY OF THE ASSEMBLY**

### ***The history that follows is taken from the notes of a past Assembly Chairperson:***

Occasionally groups had discussed the subject of “organizing the Area” so that we could be in touch with what was going on in groups in other Areas and that we might participate more fully with the New York Office. As early as the spring of 1962 this matter had come up – but according to one of the older members who was supposed “to know,” Georgia did not have enough groups to consider such a move so the idea was dropped – very discouraging!

During the year to follow the idea kept cropping up and the South Carolina Delegate to the World Service Conference urged us to “go ahead and get the ball rolling.”

In May 1963, a letter was written to Headquarters asking for advice on starting an Area Assembly. Our inquiry was answered by the WSO secretary, who wrote an encouraging letter and enclosed several sheets of information. At this point, after reading the detailed instructions the whole matter seemed almost unbearably complicated.

With no experience, but a lot of hope and determination to try, the Decatur group contacted other nearby groups: these being Skyland in Chamblee and NABA in Atlanta. It was decided to make this a joint venture and call ourselves the Greater Atlanta Al-Anon Groups. We sent out 14 letters of invitation to all groups outside Atlanta as they were listed in the 1963 World Directory. We ordered 5 WSC Handbooks to have on hand to follow the recommended procedures. We planned delicious refreshments; we sent out follow-up reminder letters; then we waited eagerly to see who would come.

The first meeting of the Georgia Al-Anon Assembly was held on a hot Sunday afternoon, July 28, 1963, at the Decatur Presbyterian Church with the Atlanta Al-Anons serving as hostesses. Nineteen Al-Anons attended representing the following groups: Decatur, Lavonia, Macon, Skyland and Warner Robins. The World Service Delegate from South Carolina came to speak to the group. He explained how his Area had started their Assembly. He was a great help in explaining the Handbooks, and his enthusiasm was contagious and so it was that we got started.

A Temporary Chairman and treasurer were elected. Because it is centrally located, Macon was selected as the Assembly. It was decided that we would meet in Macon on August 25, 1963 for the purpose of electing Area officers. A local Al-Anon was in charge of setting up the Macon meeting.

The first meeting adjourned with one prevailing feeling that we were committed and together we would go ahead with plans for organizing a permanent Assembly. Already new interest had been generated. We had met Al-Anons from other towns and that glow of kinship to be found when Al-Anons come together had sparked our determination and faith that this plan was good and that it would grow, even if our beginning seemed small.

I must add this - our Hostesses had provided coffee, punch, lovely cakes and dainty sandwiches (our “piece de resistance”), which were to be shared after the meeting in an adjoining room with the A.A.’s in our enthusiasm our meeting had run

overtime and by the time we were ready for fellowship and refreshments, all our delectable little sandwiches were gone!

The first Georgia Al-Anon Assembly was held at the Parish House of St. Paul's Episcopal Church on August 25, 1963, a blisteringly hot Sunday afternoon. The main purpose of the meeting was the election of a Delegate and Assembly Officers.

After discussion it was decided to postpone election of a Delegate until the time of the State A.A. Convention in October. It was felt that by then more of the groups would be better informed, also that more groups would be represented.

From the election, our first Chairman voiced for all the new officers their appreciation of our confidence in them and their willingness to learn.

The meeting closed with high hopes in our future. Macon Al-Anons served delicious refreshments and grand fellowship.

The Assembly met during the A.A. State Convention held in Atlanta at the Biltmore Hotel. The meeting, set for 8:30 Sunday morning, October 27, 1963, was called to order by our Assembly Chairman.

The Treasurer's report was given.

There was lengthy discussion and debate regarding election of an Area Delegate. Since there was no assurance that the Georgia Delegate would be invited to attend the World Service Conference for the coming April, the group decided to ask the Assembly Chairman to serve in capacity as Delegate if the need arose. Also, the Alternate Chairman would act as Alternate Delegate. This plan was accepted by those present and the above officers agreed to serve in dual capacity.

We had failed to elect a secretary at our Macon meeting and one was now elected as secretary of the Assembly. It was also felt that the groups would be corresponding with the secretary and consequently it would be easier to mail contributions to the same address. The group then voted to combine the job of secretary/treasurer.

The Assembly decided to stress growth and unity of Al-Anon in Georgia. As interested as we were in having a Delegate and in participation in the World Service Conference, we felt even more keenly that if we put "first things first" we should emphasize the beginning and strengthening of new and existing groups. In this process of helping other groups, our older groups would become more vigorous and active. When the time came to be included in the World Service Conference, Georgia would be on a firm foundation and we would be ready and eager to participate with other Al-Anons on a national and international level.

From this point on the Assembly "history" will be found in the Assembly minutes. We have never had to make a special plea for money and yet no one or few groups have borne an unequal share of the financial burden. Our beginnings were small and at times very discouraging, but a review of the Assembly will reveal a picture of steady growth in the number and quality of participating groups.

We firmly believe in this life-giving program of the Al-Anon Family Groups and we believe that this Assembly body helps to make this program possible for us and the many more who will be coming. So with continued hope and belief and work, we will continue to grow – asking God as we understand Him for His help and blessings for us all.

Georgia's first Al-Anon/Alateen Area Assembly officers were as follows:

Atlanta - July 28, 1963

Temporary Chairman - Ruth F.  
Temporary Treasurer - Margaret B.

Macon - August 25, 1963

Area Chairman - Mary C.  
Alternate Chairman - Evelyn B.  
Area Treasurer - Sara M.

Macon - October 27, 1963

Secretary/Treasurer combined  
Area Secretary/Treasurer - Ruth F.

As is in evidence today these words have certainly come to pass. From humble beginnings our fellowship has grown and blossomed. From those 19 in attendance in 1963 we now have nearly 300 voting members and from a treasury of \$81.99 in 1966 to a budget of more than \$25,000 in 2015. But most important is the love and hope that we have been able to bring to those in need. Indeed, our fellowship is growing each and every day and through the love and sharing of each of you it will continue to grow.

**ADDENDUM**

- As of May 1988, the Assembly was officially incorporated as Al-Anon Family Groups of Georgia, Inc.
- Also, in May of 1988, the Assembly voted to move away from the hotel that Georgia A.A. uses for their Assembly and sign our own contract.
- Beginning September 1988, the Assembly met at the Ramada Inn, Macon.
- On April 5, 1990 the Assembly became a non-profit tax-exempt corporation.
- In May 1997, the Assembly voted to have an Area office that also serves as a literature depot and archive storage. It opened on November 1, 1997.
- From 1999 to 2005, the first SE Regional Trustee from Georgia served on the WSO Board.
- In January 2000, conceptual approval was given for the first Georgia Alateen/Alateen sponsor get-together to be called the Georgia Alateen/Alateen Sponsor Conference. In 2022 the name was updated to the Georgia Alateen Conference.
- In May 2000, the Assembly voted to schedule the AWSC meeting one month prior to each Assembly meeting. The first separate AWSC meeting was held in August 2000 at the GACS office in Byron.
- In September 2004, the Assembly adopted the six minimum Alateen safety and behavioral requirements from the WSO Board of Trustees.
- In 2006, the Assembly created two new coordinator positions: Area Alateen Process Person (AAPP) and Webmaster.
- In May 2009, Assembly hosted the WSO staff, AMIAS and Alateens for an Alateen Advisory Committee meeting.

- At the 2009 WSC, the second SE Regional Trustee from Georgia was selected to complete the last year of a 3-year term. The first Trustee-at-Large from Georgia was elected at the 2010 WSC. The second Trustee-at-Large from Georgia was elected at the 2011 WSC.
- Assembly culture changed after 2010 with the increasingly consistent use of Knowledge-Based Decision Making (KBDM).
- On March 10, 2012, Area 11 hosted its first TEAM event in Macon, GA. The one-day event was attended by 177 members from several states.
- On April 21, 2012, the AWSC had its first meeting in the new GACS office in Macon.
- In September 2012, the Assembly voted to adopt the recommendations of the AWSC Task Force on Area Public Outreach Structure on a 3-year trial basis. One Public Outreach (PO) Coordinator formed a committee to serve the needs previously filled by the Institutions, Public Information (PI) and Cooperating with Professional Community (CPC) Coordinators.
- In January 2013, Assembly held its first meeting at the Marriott City Center, where A.A. also holds its Area business meeting.
- AWSC voted to move its meetings to the Coliseum Hospital in January 2013. The GACS office changed location to a smaller space. In January 2015, AWSC began meeting in the fellowship hall at Centenary Church in Macon.
- Members of the Assembly volunteered in hosting the A.A. International Convention in Atlanta in summer 2015. They wore bright green shirts and received praise for wonderful Southern hospitality.
- In May 2018, Assembly voted to approve the Task Force on Restructuring Report that recommended to separate the legal aspect (AFG of GA, Inc.) from traditional (Assembly) by adopting revised bylaws and an Assembly Charter.
- The first Board of Trustees created by this restructuring was comprised of the following Area Officers: Area Chairperson, Renelle M.; Area Delegate, Barbara T.; Area Treasurer, Donna M.; Area Secretary, Marie N. The remaining 3 at large trustees were elected by January 2019 Assembly: Vicki L. (3-year term), Cathy O. (2-year term), and Phillip A. (1-year term). At the Board Meeting following January's Assembly, Vicki was voted in as Board Chairperson, Phillip as Board Treasurer, and Cathy as Board Secretary. Phillip A. resigned from the board the following month for personal reasons and the board elected Levon C. to serve out his 1-year term as Board Treasurer.

## OFFICERS

### **Basic Qualifications for Group, District and Area Officers**

*(Al-Anon/Alateen Service Manual)*

Taken from an Al-Anon WSC Workshop 1978: knows and uses the program; is familiar with the Traditions, their meaning and application; actively participates in group by attending meetings and sharing; is aware of individual's abilities and potential for service work; has learned to grow through the 'service' concept of the program and realizes that in developing maturity one shares the responsibility of maintaining the fellowship. (Amended 9/95)

### **World Service Delegate**

- 1) Utilizes the current version of the *Al-Anon/Alateen Service Manual* sections on “Duties of Assembly Members” and “AWSC”.
- 2) Has a thorough knowledge of, and experience using, Al-Anon Traditions, Concepts of Service, and the *Al-Anon/Alateen Service Manual*.
- 3) Has knowledge of, and experience using, Area’s AWSC and Assembly Policy and Procedure Manuals and Knowledge-Based Decision-Making (KBDM). Gains a good working knowledge of the corporate bylaws, Assembly charter, and the AFGG Board of Trustee Handbook.
- 4) Serves on the Board of Trustees (BOT) of Al-Anon Family Groups of Georgia, Inc. (AFGG)
  - i) with voice but no vote.
- 5) Is certified as an Al-Anon Member Involved in Alateen Service (AMIAS).
- 6) Attends the annual World Service Conference (WSC).
- 7) Chairs the Policy Committee.
- 8) Serves as a member of the Alateen Safety Committee.

### Area Meetings

- 1) Attends Assemblies in January, May and September, and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
- 2) Has voice and vote at AWSC meetings. Has voice only at Assemblies.
- 3) Presents an oral report at each Assembly and AWSC meeting and gives an electronic or written copy of the report to the Area Secretary.
- 4) If unable to attend an Area meeting, makes arrangements for the Alternate Delegate to give the report.
- 5) At the May Assembly, gives a report of the WSC for GRs to carry back to their groups.
- 6) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 7) Brings issues of concern to the attention of the WSC and/or WSO.
- 8) Submits items to be considered for the WSC agenda.
- 9) Serves as a member-in-the-field on certain WSO select committees. Participates electronically and through conference calls during the year and attends meetings at the WSC.
- 10) Reviews and shares relevant information posted on the WSO Delegate AFG Connects website.
- 11) Serves as a conduit to and from WSO for forms and applications, such as:
- 12) AWSC Update Form
- 13) Resume forms for Regional Trustee, Regional Trustee Alternate, Trustee-at-Large, and Executive Committee for Real Property Management (or notification of no candidates)
- 14) “Assists the Area Alateen Process Person, Alateen, Web, and Group Records Coordinators in selecting Alternate Coordinators.
- 15) Participates in Area and WSO conference calls and on-line meetings that may be necessary throughout the year.
- 16) Attends but does not report on the annual Alateen Conference, Southeast Regional Delegates’ Get-Together, and the Georgia A.A. Prepaid Convention whenever possible.
- 17) Serves as the AWSC liaison to the Assembly and Area Convention.
- 18) Submits articles for publication in each Area newsletter.
- 19) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the Treasurer if the budget needs to be adjusted during the annual review.
- 20) In collaboration with the Group Records Coordinator, proofreads the Area Directory prior to each publication before it is distributed to members.

- 21) Along with the Area Chairperson, receives officer and coordinator service position descriptions from the Area Archivist as needed for changes or annual review. Less significant changes will automatically be made; however, at the discretion of the Chair and Delegate, substantial changes to any service position description will be submitted for approval at AWSC meetings. Along with the Area Chairperson and Archive Coordinator, works with respective trusted servants to revise Position Descriptions for the AAPP, Conference and Convention Chairs, Alternate Delegate, Alateen Coordinator, Georgia A.A. Convention Liaison, and Board Chair to reflect secure handling and retention of Alateen forms, waivers, Policy for Minors Attending Al-Anon Family Groups of Georgia Events, and Georgia Code for Mandatory Reporters.
- 22) Maintains records and supplies and passes them on to the next Delegate.
- 23) Works closely with and provides information to the Alternate Delegate in case he or she needs to assume the Delegate's responsibilities.
- 24) Is willing to be a service sponsor for the next Area Delegate.

#### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) Current or previous District Representative.
- 4) In the interest of rotation of service, may not serve 2 complete terms consecutively.
- 5) In addition, from the Area 11 AMIAS Handbook:
- 6) Is at least 23 years old.
- 7) Has at least two years in Al-Anon in addition to Has at least two years in Al-Anon in addition to any time spent in Alateen, six months of which must be in Georgia Al-Anon.
- 8) Has not been convicted of a felony, has not been charged with child abuse or any other inappropriate sexual behavior, and has not demonstrated emotional problems which could result in harm to Alateen members.

#### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Computer and technology skills such as use of the internet, e-mail, conference calling, Word and PDF documents.

#### Equipment

Computer, printer and Internet connection.

#### Workload Affected by Deadlines

The most intense workload is in the months leading up to the WSC in April and the May Assembly. Throughout the year, the Delegate must allot sufficient time to meet a wide range of WSO and Area level responsibilities with varying deadlines, including those for committees, reports, and articles for the Area newsletter.

#### **World Service Delegate's Alternate**

- 1) Utilizes the current version of the *Al-Anon/Alateen Service Manual* sections on "Duties of Assembly Members" and "AWSC".
- 2) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service, and the *Al-Anon/Alateen Service Manual*.

- 3) Has knowledge of, and experience using, Area's AWSC and Assembly Policy and Procedure Manuals and Knowledge-Based Decision-Making (KBDM).
- 4) "Serves on the Board of Trustees (BOT) of Al-Anon Family Groups of Georgia, Inc. (AFGG) with voice but no vote.
- 5) Is certified as an Al-Anon Member Involved in Alateen Service (AMIAS).
- 6) Serves as a member of the Technology Work Group.
- 7) Serves as *The Forum* Coordinator. Becomes familiar with the WSO Guideline, *Area Forum Coordinators* (G-32).

#### Area Meetings

- 1) Attends Assemblies in January, May, and September and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
- 2) Has voice and vote at AWSC meetings and voice only at Assemblies.
- 3) Prepares to give an oral report at each Assembly and AWSC meeting and gives an electronic or written copy of the report to the Area Secretary.
- 4) If unable to attend an Area meeting, makes arrangements for another officer to give the report or sends it to the Delegate.
- 5) Gives the Delegate's oral report if the Delegate is unable to attend an Area meeting.
- 6) Serves as the Chair of Assembly and AWSC in the event that the Area Chair cannot be present.
- 7) Is responsible for the display of the four Legacy banners during Assemblies.
- 8) Collects the District sign-in sheets on Sunday morning during Assembly and tallies the sheets to determine the number of voting members per district. Provides that information to the Area Secretary before roll call. Delivers all of the sign-in sheets from both AWSC and Assembly meetings to the Archivist for records preservation.
- 9) Ensures there is an Alateen Registrar responsible for sign-in, collection, scanning and distribution for archival of all Alateen forms necessary to fulfill current Area Safety Behavior Requirements.
- 10) Determines which Districts will be responsible for setting up and hosting registration and hospitality during Assembly and provides written procedures.
- 11) Prepares registration materials, including name badges and sign-in sheets, prior to AWSC and Assembly. Works closely with the Group Records Coordinator to maintain a current list of groups, GRs and members of AWSC. Provides all necessary supplies for the registration desk at Assembly and AWSC.
- 12) Is responsible for updating registration guidelines for Assembly.
- 13) Maintains and makes available a speaker list for use by groups, Districts, etc. for Al-Anon workshops, speaker meetings, anniversaries, etc.
- 14) Chairs the Saturday evening speaker meeting during Assembly. Selects a speaker from among the current AWSC members. Coordinate with the A.A. Delegate to have a joint Al-Anon, A.A. Saturday evening speaker meeting approximately once every 2 years if possible. Forwards the name of the speaker(s) to the Chairperson for inclusion on the weekend schedule. Reads aloud the "Alateen Mandatory Reporting" meeting opening statement before an Alateen member speaks.
- 15) Replaces the Delegate for the remainder of the term in the event the Delegate is unable to remain in the position.
- 16) Serves as a link of information between the Area and the Georgia A.A. Prepaid Convention and works with the A.A. Alternate Delegate to determine who will be the Al-Anon liaison to the convention. Contacts the DR in the district where the convention will be held and provides him/her with the following information:
  - 17) Name and contact information of the A.A. Prepaid Convention Chair.
  - 18) Copy of the WSO Guideline G-7, *Al-Anon/Alateen Participation in an A.A. Convention*.
  - 19) Copy of the Georgia A.A. Convention Liaison Position Description.



- 20) If no one in the host district is willing or able to accept the service responsibility, then the Alternate Delegate appoints a liaison.
- 21) Coordinates and schedules an Area Assembly Inventory during the second year of the three- year term. (See the Area Assembly Inventory guidelines in the Area 11 Al-Anon/Alateen Assembly Information and Archives Booklet.)
- 22) Coordinates and schedules a guest speaker from the WSO to visit the January Assembly during the 3rd year of the 3-year term.
- 23) Attends but does not report on the Southeast Regional Delegate Get-Together annual meeting.
- 24) Participates in conference calls and on-line meetings that may be necessary throughout the year.
- 25) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 26) Maintains records and supplies and passes them to the next Alternate Delegate.
- 27) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the Treasurer if the budget needs to be adjusted during the annual review.
- 28) Submits articles for publication in each Area newsletter.
- 29) Is willing to be a service sponsor for the next Alternate Delegate.

#### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) Is a current or previous District Representative.
- 4) In the interest of rotation of service, may not serve 2 complete terms consecutively.
- 5) In addition, from the Area 11 AMIAS Handbook:
- 6) Is at least 23 years old.
- 7) Has at least two years in Al-Anon in addition to any time spent in Alateen, six months of which must be in Georgia Al-Anon.
- 8) Has not been convicted of a felony, has not been charged with child abuse or any other inappropriate sexual behavior, and has not demonstrated emotional problems which could result in harm to Alateen members.

#### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Computer and technology skills such as use of the internet, e-mail, conference calling, Word and PDF documents.

#### Equipment

- 1) Personal computer, printer and internet connection.
- 2) Area's large storage containers with necessary office supplies for registration.
- 3) Area's four Legacy banners.

#### Workload Affected by Deadlines

Workload is heaviest about two weeks prior to AWSC and Assembly, and during the week afterward. Allot sufficient time to prepare reports for the AWSC and Assembly meetings and write articles for the Area newsletter.

## **Area Chairperson**

- 1) Utilizes the current version of the *Al-Anon/Alateen Service Manual* sections on “Duties of Assembly Members” and “AWSC”.
- 2) Has a thorough knowledge of, and experience using, Al-Anon Traditions, Concepts of Service and the *Al-Anon/Alateen Service Manual*.
- 3) Has knowledge of, and experience using, Area’s AWSC and Assembly Policy and Procedure Manuals and Knowledge-Based Decision-Making (KBDM). Gains a good working knowledge of the corporate bylaws, Assembly charter, and the AFGG Board of Trustee Handbook.
- 4) Serves on the Board of Trustees (BOT) of Al-Anon Family Groups of Georgia, Inc. (AFGG).
- 5) Serves as a member of the Finance and Policy Committees.
- 6) Selects the Presentation Designer to serve during the 3-year panel.
- 7) Area World Service Committee (AWSC)
  - a) Chairs all AWSC meetings, including the first meeting following election to guide planning the agenda for the next Assembly.
  - b) Secures meeting space for April, August and November AWSC meetings taking into consideration impacts of major religious holidays when negotiating contracts.
  - c) Negotiates contracts with the facility and presents proposals to the BOT for final approval and the Board Chair’s signature.
  - d) Is responsible for all physical requirements including set-up, COVID-19 Compliant Entry Signage, equipment needed, meeting room space, etc.
  - e) Distributes agenda with the “Notice of Participant Waiver” and all related documents electronically no later than 2 weeks prior to the meeting.
  - f) Has voice and vote.
  - g) Serves as AWSC Alternate Liaison to the Area Al-Anon/Alateen Convention and Alateen Conference.
  - h) Gives original motion forms to the Archivist for secure filing at the GACS office.
  - i) Ensures first aid supplies are adequate and easily located.
  - j) Know where fire extinguishers are located.
- 8) Assembly
  - a) Secures meeting and hotel space for January, May and September Assemblies taking into consideration impacts of major religious holidays when negotiating contracts.
  - b) Negotiates contracts with the facility and presents proposals to the BOT for final approval and the Board Chair’s signature.
  - c) Is responsible for all physical requirements of the Assembly weekend including set-up, COVID-19 Compliant Entry Signage, equipment needed, meeting room space, etc.
  - d) Prepares and distributes agenda with the “Notice of Participant Waiver” and all related documents electronically to AWSC members no later than 2 weeks prior to the meeting. Makes some printed copies available. Motions for consideration at Assembly must contain the exact language that was approved at AWSC.
  - e) Selects topics and members to chair workshops. Informs members who are invited to serve of the reimbursement budgeted for expenses if their expenses aren’t reimbursed in another service position.
  - f) Coordinates with the Alternate Delegate, who is responsible for registration and for the speaker meeting on Saturday, and the Alateen Coordinator, who is responsible for all Alateen activities at Assembly.
  - g) Seeks feedback from members by making input forms available. At the Chair’s discretion, sends comments regarding the workshops to the members who chaired them.
  - h) Facilitates the discussion with AWSC and the Assembly with the intent of bringing acceptable closure to the Area Assembly Inventory results by the end of the three-year term.

- i) Gives original motion forms to the Archivist for secure filing at the GACS office.
  - j) Ensures first aid supplies are adequate and easily located.
  - k) Knows where fire extinguishers are located.
- 9) Has all Thought Force and Task Force reports uploaded to the Area Website after the reports have been accepted by AWSC and/or Assembly.
  - 10) If unable to attend an Area meeting, the Alternate Delegate assumes the responsibility of Chair.
  - 11) At the discretion of the Area Chairperson, may appoint Thought/Task Forces, work groups and committees for Assembly and AWSC purposes and for a limited time until their charge is complete.
  - 12) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
  - 13) Participates in conference calls and online meetings that may be necessary throughout the year.
  - 14) Reviews and shares relevant information posted on the WSO Area Chair AFG Connects website.
  - 15) Along with the Delegate, receives officer and coordinator service position descriptions from the Area Archivist as needed for changes or annual review. Less significant changes will automatically be made; however, at the discretion of the Chair and Delegate, substantial changes to any service position description will be submitted for approval at AWSC meetings. Also along with the World Service Delegate and Archive Coordinator, works with respective trusted servants to revise Position Descriptions for the AAPP, Conference and Convention Chairs, Alternate Delegate, Alateen Coordinator, Georgia A.A. Convention Liaison, and Board Chair to reflect secure handling and retention of Alateen forms, waivers, Policy for Minors Attending Al-Anon Family Groups of Georgia Events, and Georgia Code for Mandatory Reporters.
  - 16) Maintains records and supplies and passes them to the next Area Chair.
  - 17) Motion Forms:
    - a) The Area Chair securely retains the original motion forms. At the end of the panel, the Area Chair gives the original motion forms to the Archivist for permanent retention.
    - b) The Area Chair gives a copy to the Archivist immediately after an Area meeting.
    - c) After the minutes of the meeting are approved, the Area Secretary gives their copy to the Archivist for destruction.
  - 18) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the Treasurer if the budget needs to be adjusted during the annual review.
  - 19) Submits articles for publication in each Area newsletter.
  - 20) Is willing to be a service sponsor for the next Area Chairperson.
  - 21) Announce at every AWSC/Assembly: meetings are being recorded for the minutes and transcribed for non-English speaking members.

#### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family groups who lives within Area 11, at least 23 years of age and with at least five (5) years of continuous membership, the last two (2) of which must be in Georgia.
- 2) Is eligible to become an Al-Anon Member Involved in Alateen Service (AMIAS).
- 3) Is not a present or past member of Alcoholics Anonymous (A.A.).
- 4) Is able to speak and write proficiently in the English language.
- 5) Is a current or previous District Representative.

- 6) In the interest of rotation of service, may not serve 2 complete terms consecutively.

### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Some business knowledge is helpful.
- 5) Strong computer and internet skills, including use of e-mail, conference calling, and Word and PDF documents.

### Equipment

Computer, printer and internet access.

### Workload Affected by Deadlines

Workload is most intense in the weeks following each Assembly in planning for the next Assembly. Allot sufficient time to collect and distribute documents to members well in advance of meetings, negotiate contracts, and write articles for the Area newsletter.

### **Area Secretary**

- 1) Utilizes the current version of the *Al-Anon/Alateen Service Manual* sections on "Duties of Assembly Members" and "AWSC".
- 2) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service and the *Al-Anon/Alateen Service Manual*.
- 3) Has knowledge of, and experience using, Area's AWSC and Assembly Policy and Procedure Manuals. Gains a good working knowledge of the corporate bylaws, Assembly charter, and the AFGG Board of Trustee Handbook.
- 4) Maintains an accurate list of all AWSC members for distribution purposes and roll call lists for AWSC and Assembly meetings.
- 5) Duties During Area Meetings
  - a) Attends and takes minutes at Assemblies in January, May, and September and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
  - b) Has voice and vote at AWSC meetings. Has voice only at Assemblies unless also serving as a GR.
  - c) Calls roll at all AWSC and Assembly business meetings. If the secretary stands for office, another member is appointed to record votes for the candidates.
  - d) Keeps count of the voting members.
  - e) Has the following documents available for access by all members: 1) approved minutes and copies of signed motions of all AWSC and Area Assembly meetings for the current panel; 2) the current Area 11 Al-Anon/Alateen Assembly Information and Archives Booklet; and 3) the Policy and Procedure Manuals for Assembly and AWSC.
  - f) If unable to attend, coordinates with the Area Chair to arrange for a replacement.
- 6) Duties Immediately Following Area Meetings
  - a) Is responsible for removing names from minutes (AWSC & Assembly) before posting.
  - b) Chooses at least two Area Officers to proofread minutes prior to distribution.
  - c) Provides the two Area Officers with guidelines to proofread minutes for content. (See Attachment A for guidelines).
  - d) Sends AWSC minutes and motions electronically to AWSC members. AWSC motions must be sent within 7 days following AWSC so DRs can review with GRs and GRs can share with the members of their group before the upcoming Assembly. Suggested time frame for minutes is within 21 days following each AWSC meeting.

- e) Sends Assembly minutes electronically to AWSC members. Suggested time frame is within 30 days following each Assembly meeting.
- f) Sends the Area AWSC accepted/approved minutes to the Area Web Coordinator to be posted on the Area Members 'page.
- g) Sends the Area Assembly accepted/approved minutes to the Area Web Coordinator to be posted on the Area Members 'page.
- 8) Makes any necessary corrections to AWSC and Assembly minutes in a timely manner and distributes accepted/approved minutes electronically to all AWSC members within one week of their approval. After the minutes of the meeting are approved, the Area Secretary gives their copy to the Archivist for destruction.
- 9) Participates in conference calls and on-line meetings that may be necessary throughout the year.
- 10) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 11) Maintains records and supplies and passes them to the next Area Secretary.
- 12) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the treasurer if the budget needs to be adjusted during the annual review.
- 13) Is willing to be a service sponsor for the next Area Secretary.
- 14) Dispose of all pertinent documents as outlined below:

Secretary	Permanent	10 YR	7 YR	6 YR	4 YR	2 YR	1 YR	N
Minutes of Meetings	X							

Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11, at least 23 years of age and with at least five (5) years of continuous membership, the last two (2) of which must be in Georgia.
- 2) Is not a present or past member of Alcoholics Anonymous (A.A.).
- 3) Is able to speak and write proficiently in the English language.
- 4) Is a current or a previous District Representative.
- 5) In the interest of rotation of service, may not serve 2 complete terms consecutively.

Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Some business knowledge is helpful.
- 5) Strong computer and internet skills, including use of e-mail, conference calling, and Word and PDF documents.

Equipment

- 1) Computer, printer and an Internet connection.
- 2) Area's digital recorders.
- 3) Calculator.

### Workload Affected by Deadlines

The workload is intense for a short period of time after Assembly and AWSC meetings when preparing the minutes for distribution to meet the suggested deadlines.

## **ATTACHMENT A**

### **GUIDELINES FOR PROOFING THE MINUTES**

- Review the Area Assembly and AWSC minutes in their entirety for clarity and accuracy of information.
- Time frame for feedback to the Area Secretary is within 3 days.
- The respective treasurers will approve the accuracy of the figures from the financial statements.

### **Area Treasurer**

- 1) Utilizes the current version of the *Al-Anon/Alateen Service Manual* sections on “Duties of Assembly Members”, “AWSC”, and relevant “Financial Matters” listed in the index, and WSO Guideline G-41, *Reserve Fund Guideline*, and becomes familiar with those responsibilities.
- 2) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service, and the *Al-Anon/Alateen Service Manual*. Serves on the Board of Trustees (BOT) of Al-Anon Family Groups of Georgia, Inc. (AFGG).
- 3) Has knowledge of, and experience using, Area’s AWSC and Assembly Policy and Procedure Manuals. Gains a good working knowledge of the corporate bylaws, Assembly charter, and the AFGG Board of Trustee Handbook.
- 4) Serves as a pre-determined member of the Finance Committee to serve a 3-year term.
- 5) Area Meetings
  - a) Attends Assemblies in January, May and September, and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
  - b) Has voice and vote at AWSC meetings. Has voice only at Assemblies unless also serving in another capacity that permits voice and vote.
  - c) Presents an oral and written financial report at each Area meeting.
  - d) If unable to attend an Area meeting, makes arrangements for another AWSC member to give the report or sends it to the Area Chair.
- 6) Financial Duties
  - a) Works with Board Treasurer to ensure bank accounts are setup correctly for tax purposes and signature authorities.
  - b) Works with Board Treasurer to ensure year-end tax reporting deadlines for the Area Assembly financial reporting are met.
  - c) Acts as a backup for the Board Treasurer to ensure consistency of accounting records/procedures.
  - d) Prepares revenue projections based on actual historical receipts and makes a recommendation to the Board Treasurer for review by the Finance Committee on the annual revenue budget. Also, includes an estimate of funds remaining at the end of the fiscal year that can be carried forward to the subsequent year.
  - e) Receives and compiles all annual expense budget requests for submission to the Board Treasurer for review by the Finance Committee, including new interim budget requests from the officers, coordinators, DRs, and members.
  - f) Pays all expenditures based on the approved annual amount budgeted for Area Assembly.
  - g) Verifies invoices and/or supporting documentation are received for all disbursements.
  - h) Before January 1<sup>st</sup>, forwards to the World Service Office the full expense amount up to the budgeted amount for the Delegate to attend the World Service Conference.

- i) At least once a year, prepares and places a special appeal letter in the Area newsletter to all groups, asking for contributions.
- j) Maintains updated records including, but not limited to, contact lists, materials received from the WSO or other agencies, and procedures. Passes this information on to the next treasurer.
- k) Maintains all Area Assembly financial records during the term of office. At end of term, turns over all financial records to new Archivist to file at the GACS office.
- 7) Participates in conference calls and on-line meetings that may be necessary throughout the year.
- 8) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 9) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed when an expense form and receipts are submitted. Proposes adjustments to the Area Treasurer's budget during annual review.
- 10) Submits articles for publication in each Area newsletter.
- 11) Is willing to be a service sponsor for the next Area Treasurer.
- 12) Passwords to access Area bank accounts and financial documents will be retained by the Area and Board Treasurers
- 13) Dispose of all pertinent documents as outlined below:

Treasurer	Permanent	10 YR	7 YR	6 YR	4 YR	2 YR	1 YR	No Retention
Annual Financial Statements/Report*	X							
Expense Reports			X					
Bank Deposit Slips, Reconciliations, Statements			X					
Cash Disbursements, Receipts			X					

\* These documents should be retained for 7 years and then scanned for permanent retention.

Eligibility/Previous Service

- 1) Passes a background check within 45 days after election.
- 2) Is an active member of Al-Anon Family groups who lives within Area 11, at least 23 years of age and with at least five (5) years of continuous membership, the last two (2) of which must be in Georgia.
- 3) Is not a present or past member of Alcoholics Anonymous (A.A.).
- 4) Serves on the Board of Trustees (BOT) of AL-Anon Family Groups of Georgia, Inc. (AFGG)
- 5) Is able to speak and write proficiently in the English language.
- 6) Is a current or previous District Representative.
- 7) In the interest of rotation of service, may not serve 2 complete terms consecutively.

Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.

- 4) Some business knowledge is helpful.
- 5) Strong computer and internet skills, including use of e-mail, conference calling, and Word, PowerPoint and PDF documents.
- 6) Willing to become familiar with state and federal tax requirements.
- 7) Familiar with:
  - a) QuickBooks online for financial tracking and reporting; and
  - b) Excel software for converting QuickBooks reports into Excel reports for distribution to AWSC and Assembly.
- 8) Basic knowledge of accounting principles or willingness to become familiar with them.

#### Equipment

Computer, printer and internet connection.

#### Workload Affected by Deadlines

Workload is intense when preparing:

- a) for each AWSC, Finance Committee meeting and Assembly
- b) proposed budget reports for the August Board of Trustees and AWSC meeting.
- c) Allot sufficient time to prepare reports for the AWSC and Assembly meetings and write articles for the Area newsletter.

#### **Georgia AI-Anon Central Services (GACS) Office Chairperson**

- 1) Utilizes the current version of the *AI-Anon/Alateen Service Manual* sections on “Duties of Assembly Members” and “AWSC”.
- 2) Has knowledge of, and experience using, AI-Anon Traditions, Concepts of Service and the *AI-Anon/Alateen Service Manual*.
- 3) Has knowledge of, and experience using, Area’s AWSC and Assembly Policy and Procedure Manuals and Knowledge-Based Decision-Making (KBDM).
- 4) Serves on the Board of Trustees (BOT) of AI-Anon Family Groups of Georgia, Inc. (AFGG) with voice and vote.
- 5) Area Meetings
  - a) Attends Assemblies in January, May, and September and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
  - b) Has voice and vote at AWSC meetings and voice only at Assemblies unless also as a GR.
  - c) Presents an oral report at each Assembly and AWSC meeting and gives an electronic or written copy of the report to the Area Secretary. At the discretion of the GACS Office Chairperson, the treasurer of the office may be permitted voice limited to GACS financial reports, but no vote unless also serving in another capacity. Any related expenses will be covered by the GACS office.
  - d) If unable to attend an Area meeting, makes arrangements for a member of the GACS Office Executive Committee or another AWSC member to give the report or sends it to the Area Delegate.
- 5) GACS Executive Committee  
The GACS Office Chair:
  - a) Serves as the Chairperson of the GACS Executive Committee. The GACS office treasurer, secretary, and paid employee are pre-determined members. Any additional members are invited based on specific need.
  - b) Schedules at least three meetings annually to review the business of the office and develop action plans.
  - c) Prepares the annual budget and reviews the ample reserve with the assistance of committee members.



## 6) GACS Office

- a) Is responsible for managing and/or implementing the duties of volunteers and paid employees and oversees timesheets. Serves as back-up for the paid employee or finds someone to fill in if needed.
- b) Ensures coordination of timely filing of all financial forms and tax reports by the GACS office treasurer with the AFGG, Inc. Treasurer.
- c) Maintains CAL inventory and office supplies.
- d) Pays bills or coordinates payment of bills by the GACS treasurer.
- e) Enters purchase orders in QuickBooks. Sends them to the WSO and verifies orders when received.
- f) Conducts year-end inventory.
- g) Responds to e-mails and phone calls requesting information about AI-Anon.
- h) Prepares CAL consignment orders for the AI-Anon/Alateen Convention and the A.A. Pre-paid Convention.
- i) Prepares literature orders for pick-up by members at Assembly and AWSC meetings.
- j) Ensures that orders are shipped within 3 days of receiving them.
- k) Conducts regular building safety checks every six months addressing but not limited to the following:
  - (1) Spills, wet or icy walking surfaces, handrails, and exterior guardrails
  - (2) Uneven or worn floors/carpets/steps/sidewalks
  - (3) Exit doors are not blocked
  - (4) Electrician circuits are not overloaded
  - (5) Inadequate or poorly maintained lighting
  - (6) Obstructed views
  - (7) Poor housekeeping – Excess clutter/trash in walkways or near open flames or hot surfaces
  - (8) First aid supplies are adequate and easily located
  - (9) Fire extinguishers are visible and tested regularly

## 7) Cooperation with Literature Coordinator

- a) Prepares CAL consignment order for sale at Assembly. Confirms the count with the Literature Coordinator before CAL is removed from the GACS office.
- b) Before leaving the Assembly, coordinates with the Literature Coordinator returning the money and CAL to the GACS office as soon as possible after Assembly. Confirms the count and documents any discrepancies. If major discrepancies occur, coordinates with the Literature Coordinator to implement changes to these procedures before the next Assembly.
- 8) Participates in conference calls and on-line meetings that may be necessary throughout the year.
- 9) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 10) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the treasurer if the budget needs to be adjusted during the annual review.
- 11) Submits articles for publication in each Area newsletter.
- 12) Is willing to be a service sponsor for the next GACS Office Chairperson.

## **GACS Policy and Procedures**

- a) Documents with original signatures will be retained in the GACS safe.
- b) Passwords:

- a. Passwords to access documents will be accessible by the GACS Chair and employee. (Note: there is no key.)
- b. Passwords to access financial documents will be accessible by the GACS Chair, GACS Treasurer, and Board Treasurer.
- c. Passwords will be changed by the Board Treasurer a maximum of every three years, more often if necessary.
- c) Access to accounts will be changed by the GACS Chair when trusted servants on the Executive Committee rotate in and out of a position.
- d) All personnel files are accessed only by the Board Treasurer, Board Chair, or GACS Chair.
- e) Accounting and personnel records will be kept in the Board of Trustees safe and only parties with financial and/or HR responsibility will have access to them.
- f) GACS Treasurer:
  - a. Ensures that the GACS Chair has access to the checking account.
  - b. Maintains a record of all official financial records/activities in Quick Books, including inventory and cost of goods sold.
  - c. Responsible for adopting sound accounting policies for ... authorizing transactions and retaining supporting documentation for those transactions
- g) The GACS employee maintains the Fixed Asset Log and is reviewed by the GACS and Board Treasurer annually in December.

GACS Treasurer	Permanent	10 YR	7 YR	6 YR	4 YR	2 YR	1 YR	None
Annual Financial Statements/Report*	X							
Cash Disbursements, Receipts, Purchase Journals*	X							
General Ledger (Maintained in Quickbooks)*	X							

\*These records will be stored in the Board filing cabinet for permanent retention.

GACS Treasurer	Permanent	10 YR	7 YR	6 YR	4 YR	2 YR	1 YR	N
GACS Expense Reports			X					
Bank Deposit Slips, Reconciliations, Statements			X					
Inventory Records			X					
Petty Cash Records			X					

Purchase and Sales of Equipment/Furniture	X
Invoices (Sales, Receipts, Merchandise)	X
Employee Payroll and Time Sheets	X
Budgets	X

GACS Chair	Permanent	10 YR	7 YR	6 YR	4 YR	2 YR	1 YR	N
Personnel Accident Reports and Injury Claims**	X							
Worker's Comp Notices, Demands, and Legal Paperwork for an Injury, Claim, Proceeding or Suit**	X							

\*\* The GACS Chair is responsible for compiling all accident records and handing them over to the Board Chair.

GACS Employee	Permanent	10 YR	7 YR	6 YR	4 YR	2 YR	1 YR	N
Fixed Asset Log	X							

Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) Is a current or previous District Representative.
- 4) In the interest of rotation of service, may not serve 2 complete terms consecutively.

Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Good computer and technology skills such as use of office equipment, the internet, e-mail, and conference calling, and proficient with QuickBooks, Word and PDF documents.

Equipment

Computer, printer and Internet connection.

Workload Affected by Deadlines

Order literature in a timely manner to ensure adequate inventory for purchase orders, especially high demand before Assembly and conventions. Allot sufficient time to prepare reports for the AWSC and Assembly meetings and write articles for the Area newsletter.

## COORDINATORS

Coordinators are appointed by the Delegate to assist the Delegate in better serving our Assembly. If a coordinator position becomes vacant, the Delegate appoints a replacement. Coordinators assist the Delegate in providing information concerning their particular designated area. The coordinators present reports to the AWSC and Assembly and submit articles for inclusion in the Area newsletter.

### **Alateen Coordinator**

- 1) See the WSO Guideline G-24, *Area Alateen Coordinators*, and the Georgia AMIAS Handbook to become familiar with those responsibilities.
- 2) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service and the *Al-Anon/Alateen Service Manual*.
- 3) Is certified as an Al-Anon Member Involved in Alateen Service (AMIAS).
- 4) Serves as a member of the Alateen Safety Committee.
- 5) Selects in cooperation with the Delegate, an Alternate Coordinator who can share the responsibilities of this position, has access to pertinent information, and can act as backup in the event of an absence or resignation. Only one individual can be reimbursed expenses for any given AWSC or Assembly meeting, or expenses can be shared if the total does not exceed budgeted amounts for this position.
- 6) Area Meetings
  - a) Attends Assemblies in January, May and September and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
  - b) Has voice and vote at AWSC meetings. Has voice only at Assembly unless also serving as a GR.
  - c) Presents an oral report at each Assembly and AWSC meeting and gives an electronic or written copy of the report to the Area Secretary.
  - d) If unable to attend an Area meeting, makes arrangements for another AWSC member to give the report or sends it to the Area Delegate.
  - e) Is responsible for all Alateen activities at Assembly, coordinating as necessary with the Area Chairperson. Is responsible for ensuring the Georgia Code for Mandated Reporters is posted at all Alateen meetings and events.
  - f) Works with the Alternate Delegate and Alateen Registrar to ensure proper handling of Georgia Alateen forms and sign-in sheets when the Alateens are hosting the Alateen spaghetti dinner.
  - g) Serves as the AWSC liaison to the Alateen Conference.
- 7) Assists in the education of members about Alateen during and outside of Assembly weekends.
- 8) Training
  - a) Coordinates training for new AMIAS.
  - b) Coordinates training for current AMIAS on new policies and procedures.
  - c) Documents the date and completion of training of each AMIAS, working in cooperation with District Alateen Coordinators if they conduct the training. Provides that information to the AAPP Coordinator, who keeps it on file with AMIAS records.
  - d) Coordinates the AMIAS training session when offered at Assembly. Provides the sign-in sheet to the AAPP for verification of attendance.
  - e) Updates the AMIAS training and Georgia Alateen/AMIAS Handbook with new policies and procedures.
- 9) \*Chairs a work group whose purpose is to provide a service structure for Georgia Alateen that allows it to grow and thrive while encouraging mutual support and increased unity within our fellowship through the following goals:

- a) Act as a clearing house to foster communication between AMIAS, the Groups, and the Area
- b) Encourage Alateen inclusiveness, participation and service at Group, District, and Area service levels
  - c) Establish new AMIAS training network as needed
  - d) Provide yearly informational and training updates to recertify AMIAS
  - e) Provide a support system for teens transitioning from Alateen to Al-Anon
- 10) Researches and becomes aware of current state and federal laws regarding the reporting of suspected abuse and/or neglect as it relates to Alateen.
- 11) Attends at least one GA Alateen Conference during the 3-year term.
- 12) Participates in conference calls and on-line meetings that may be necessary throughout the year.
- 13) Reviews and shares relevant information posted on the Alateen Coordinator AFG Connects website.
- 14) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 15) Maintains an e-mail distribution list of District Alateen Coordinators, Alateen group sponsors, and AMIAS.
- 16) Maintains updated records including, but not limited to, contact lists, materials received from the WSO or other agencies, and procedures. Along with the Delegate, has access to the AAPP's current and historical electronic spreadsheets linking AMIAS with specific Alateen group meetings. Passes this information on to the next coordinator.
- 17) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the treasurer if the budget needs to be adjusted during the annual review.
- 18) Submits articles for publication in each Area newsletter.
- 19) Is willing to be a service sponsor for the next Alateen Coordinator.

#### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) In the interest of rotation of service, may not serve 2 complete terms consecutively.
- 4) Experience as a Group Representative and District Representative would be very helpful but not required.
- 5) In addition, from the Area 11 AMIAS Handbook:
  - a) Is at least 23 years old.
  - b) Has at least two years in Al-Anon in addition to any time spent in Alateen, six months of which must be in Georgia Al-Anon.
  - c) Has not been convicted of a felony, has not been charged with child abuse or any other inappropriate sexual behavior, and has not demonstrated emotional problems which could result in harm to Alateen members.

#### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Good computer and technology skills such as use of the internet, e-mail, and conference calling, and proficient with Word and PDF documents.

#### Equipment

Computer, printer and Internet connection.  
Area projector.

### Workload Affected by Deadlines

The workload can be intense around Assemblies in preparation for Alateen activities and to chair the Alateen training workshop. Allot sufficient time to prepare reports for the AWSC and Assembly meetings and write articles for the Area newsletter.

\*For a trial period ending December 2021 from AWSC Task Force Report on Moving Alateen Forward in Georgia April 2019 as amended on 8/17/2019.

### **Archive Coordinator**

- 1) See the WSO Guideline G-30, *Area Archives*, and become familiar with those responsibilities.
- 2) Has knowledge of, and experience using, *Al-Anon Traditions*, *Concepts of Service* and the *Al-Anon/Alateen Service Manual*.
- 3) Area Meetings
  - a) Attends Assemblies in January, May, and September, and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
  - b) Has voice and vote at AWSC meetings. Has voice only at Assemblies unless also serving as a GR.
  - c) Presents an oral report for each AWSC meeting and Assembly and gives an electronic or written copy of the report to the Area Secretary.
  - d) If unable to attend an Area meeting, makes arrangements for another AWSC member to give the report or sends it to the Area Delegate.
  - e) At the discretion of the Area Chairperson, may lead at least one Assembly workshop during the 3-year term.
  - f) Receives from the Alternate Delegate the sign-in sheets for officers, coordinators, liaisons, past delegates and trustees, District Representatives, Districts, and visitors for records preservation.
  - g) Receives original motion forms from the Area Chairperson for secure filing at the GACS office.
- 4) In cooperation with the AWSC, provides an Area history, which includes Area guidelines and a history of motions passed. Updates the Area Information and Archives Booklet to be distributed by the January Assembly of each year.
- 5) Assists in the education of Al-Anon members in the rich history of Al-Anon Family Groups in the Georgia Area.
- 6) Searches for information in the archives as requested.
- 7) Provides access to the archives as requested.
- 8) Requests and preserves archives from the Area, such as:
  - a) Group histories
  - b) District and group event fliers
  - c) Background information and reports from task and thought forces
  - d) Memorabilia, including Alateen quilts
  - e) Photographs of important events
  - f) Letters
  - g) Convention reports
  - h) Newsletters
  - i) Assembly and AWSC minutes, background information and associated reports
- 9) Continues to digitize the archives.
- 10) Reviews and shares relevant information posted on the WSO Area Archives AFG Connects website.

- 11) Participates in conference calls and on-line meetings that may be necessary throughout the year.
- 12) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 13) Maintains updated records including, but not limited to, contact lists, materials received from the WSO or other agencies, and procedures. Passes this information on to the next coordinator.
- 14) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the Treasurer if the budget needs to be adjusted during the annual review.
- 15) Submits articles for publication in each Area newsletter.
- 16) Annually requests service position description updates from each officer and coordinator. Compiles all service position descriptions with highlighted changes by March 1<sup>st</sup> for review by the Area Chairperson and Delegate. Less significant changes will automatically be made; however, at their discretion, substantial changes to any service position description will be submitted for approval at the August AWSC meeting. The Archivist will be responsible for including changes to service position descriptions as a result of motions passed during the panel. Along with the Area Chairperson and World Service Delegate works with respective trusted servants to revise Position Descriptions for the AAPP, Conference and Convention Chairs, Alternate Delegate, Alateen Coordinator, Georgia A.A. Convention Liaison, and Board Chair to reflect secure handling and retention of Alateen forms, waivers, Policy for Minors Attending Al-Anon Family Groups of Georgia Events, and Georgia Code for Mandatory Reporters.
- 17) Is willing to be a service sponsor for the next Area Archivist.
- 18) Dispose of all pertinent documents as outline below:

Archivist	Permanent	10 YR	7 YR	6 YR	4 YR	3 YR
Original motion forms	X					
Documents of historical value to Area 11 (As outlined in the PD)	X					

#### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) In the interest of rotation of service, may not serve 2 complete terms consecutively.
- 4) Experience as a Group Representative and District Representative would be very helpful but not required.

#### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Good computer and technology skills such as use of the internet, e-mail, and conference calling, and proficient with Word documents.

#### Equipment

Area's scanner.  
Computer, printer and internet connection.

### Workload Affected by Deadlines

This position allows for any number of ideas and creative approaches. There may be a larger or smaller time commitment, depending on the types of things the Archivist investigates, or the requests members make. At a minimum, the Archivist will:

- a) Spend time in the archives searching, organizing, and digitizing.
- b) Allot sufficient time to prepare reports for the AWSC and Assembly meetings, write articles for the Area newsletter, and update the Area Information and Archives Booklet at the end of the panel.

The Archivist may form a committee to help with the planning and workload or may delegate certain tasks.

### **Area Alateen Process Person (AAPP)**

- 1) See the WSO Guideline G-34, *Alateen Safety Guidelines*, and become familiar with those responsibilities.
- 2) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service, and the *Al-Anon/Alateen Service Manual*.
- 3) Is certified as an Al-Anon Member Involved in Alateen Service (AMIAS).
- 4) Chairs the Alateen Safety Committee and calls meetings when necessary.
- 5) \*Co-Chairs the Alateen Work Group.
- 6) Selects in cooperation with the Delegate, an Alternate Coordinator who can share the responsibilities of this position, has access to pertinent information, and can act as backup in the event of an absence or resignation. Only one individual can be reimbursed expenses for any given AWSC or Assembly meeting, or expenses can be shared if the total does not exceed budgeted amounts for this position.
- 7) Area Meetings
  - a) Attends Assemblies in January, May and September, and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
  - b) Has voice and vote at AWSC meetings. Has voice only at Assembly meetings unless also serving as a GR.
  - c) Presents an oral report at each Assembly and AWSC meeting and gives an electronic or written copy of the report to the Area Secretary.
  - d) If unable to attend an Area meeting, makes arrangements for another AWSC member to give the report or sends it to the Area Delegate.
  - e) Receives the Alateen forms and sign-in sheets from the Alateen Registrar for compliance review at the close of Area events.
  - 8) Serves as the Area's designated Alateen group records contact with the WSO Group Records Department regarding Alateen/AMIAS information. Responds to requests from the WSO Group Records Department whenever there are changes to information not routed through the AAPP.
  - 9) Collaborates with Area Alateen and Group Records Coordinators concerning distribution and submission of Alateen forms and the WSO Group Records reports.
- 10) Certification/Recertification of AMIAS
  - a) Facilitates the annual recertification process for the Area with the WSO Group Records Department.
  - b) Distributes information regarding the processes for certification and recertification to the Area and responds to any related questions.



- c) Certifies, to the best of his/her ability and as determined by the Area's approved minimum requirements, the eligibility of Al-Anon Members Involved In Alateen Service (AMIAS) to serve in that capacity.
  - d) Develops and maintains relationship with third-party agency responsible for performance of required background checks including, but not limited to, annual agreements, negotiated costs, regular status reports, and any process or minimum requirements questions.
  - e) At the discretion of the Area Chairperson, conducts at least one workshop at Assembly during the 3-year term on the AMIAS certification process.
- 11) Communicates with AMIAS regarding any change in their status, any related WSO information such as the WSO ID numbers, or any requests for updates to AMIAS information.
  - 12) Maintains an AAPP Procedures Manual that includes Area/AFGG, Inc. Board of Trustee (BOT) approved requirements on certification/recertification procedures, storage of Alateen Group, Alateen event, AMIAS information, and materials received from the WSO or other agencies. Passes this information on to the next coordinator.
  - 13) Maintains current and relevant historical information as outlined in the AAPP Procedures Manual for all Alateen groups, Alateen events, and AMIAS as well as processing any changes or updates to related information. Shares access of current and historical electronic spreadsheets linking AMIAS to specific Alateen group meetings with the Delegate and Alateen Coordinator.
  - 14) Upon request of Area Chairperson or liaison of Area functions, provides a list of all current AMIAS along with their WSO-issued ID number.
  - 15) Receives function sign-in sheets and reviews them for compliance with the AFG of Georgia, Inc. Minimum Requirements for AMIAS.
  - 16) Is responsible for following procedures when an Alateen is ill or involved in an incident (see detailed procedures in AMIAS Handbook).
  - 17) Consults with AFGG BOT and an attorney as needed to ensure that Area AMIAS requirements comply with Georgia law.
  - 18) Is available to assist with District workshops on Alateen sponsorship and Alateen service, either in person or by sending a training module.
  - 19) Participates in conference calls and on-line meetings that may be necessary throughout the year.
  - 20) Reviews and shares relevant information posted on the WSO AAPP AFG Connects website.
  - 21) Responds to requests for information from Area members in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
  - 22) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the treasurer if the budget needs to be adjusted during the annual review.
  - 23) Submits articles for publication in each Area newsletter.
  - 24) Is willing to be a service sponsor for the next AAPP.

#### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) In the interest of rotation of service, may not serve 2 complete terms consecutively.
- 4) Experience as a Group Representative, District Representative and Alateen meeting sponsor would be very helpful but not required.
- 5) In addition, from the Area 11 AMIAS Handbook:
  - a. Is at least 23 years old.

- b. Has at least two years in Al-Anon in addition to any time spent in Alateen, six months of which must be in Georgia Al-Anon.
- c. Has not been convicted of a felony, has not been charged with child abuse or any other inappropriate sexual behavior, and has not demonstrated emotional problems which could result in harm to Alateen members.

**Suggested Skills**

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills with attention to detail.
- 4) Good computer and technology skills such as use of the internet, e-mail, and conference calling, and proficient with Word, Excel and PDF documents.

**Equipment**

Computer, printer, and internet connection.

**Workload Affected by Deadlines**

Workload is heaviest during the annual AMIAS recertification time period (March through June). Allot sufficient time to prepare reports for the AWSC and Assembly meetings and write articles for the Area newsletter.

**Alateen/AMIAS Policy and Procedures**

The Board Chair will be responsible for destruction of all Alateen related documentation.

**Background Screenings of AMIAS**

Bosma Investigative Services (Bosma) will retain all criminal histories obtained from Cogent/Gemalto and other background screening information on each volunteer for a period of ten (10) years.

Document	Permanent	10 Year
<p><u>Alateen Incident/Illness Notification Form</u>            This form is to be completed immediately upon occurrence of an injury, illness or medication incident by the DMA at an AFGG sponsored event. This completed form is to be given to the event Registration Chair (Alternate Delegate at Assembly and AWSC) who then sends this form along with any other required registration forms to the AAPP for secure retention. If the injury, illness or incident occurs during transportation prior to the start or after the completion of an event, or during an event that does not have a DMA, the accompanying AMIAS is to immediately complete this form and send it to the AAPP. The AAPP will store the document in a secure electronic folder. The AAPP and Board Chair will have access to the documents.</p>	X	
<p><u>Fixed Asset Log</u>            Alateen Conference Chair is responsible for maintaining the Fixed Asset Log. (Radios, Printer/Scanner, Equipment)</p>	X	

<p><u>AMIAS Code of Conduct</u>  This fully completed, signed form must accompany other required registration forms and be submitted to the Registration Chair at that event. The Registration Chair (Alternate Delegate at Assembly and AWSC) will send this form to the AAPP for secure retention after the event. The AAPP will store the document in a secure electronic folder. The AAPP and Board Chair will have access to the documents.</p>		X
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The AAPP retains AMIAS Pass/Fail forms received from Bosma for the previous two panels.

Document	Permanent	10 YR
<p><u>Alateen Health History Form</u>  This fully completed, signed form (and emancipated paperwork if appropriate) must accompany other required registration forms, be kept in a covered binder or folder by the authorized person or transporting AMIAS, and then submitted to the Registration Chair at the event. The Registration Chair (Alternate Delegate at Assembly and AWSC) will electronically scan this form at registration and deliver to the Designated Medical Administrator (DMA) if one is present at the event. Upon event completion, the DMA will return the original form to the Registration Chair. This original form will be returned to the authorized person or transporting AMIAS, who will return it to the custodial parent/guardian. The Registration Chair will send the scanned copy to the AAPP for secure retention after the event. The AAPP will store the document in a secure electronic folder. The AAPP and Board Chair will have access to the documents.</p>		X

<p><u>Alateen Medication Authorization Form for AFGG Events</u>  This fully completed, signed form must accompany other required registration forms if medication is to be administered by a DMA. This form is to be submitted to the Registration Chair (Alternate Delegate at Assembly and AWSC) to scan electronically and the original delivered to the DMA. Upon event completion, the original form and any remaining medications will be returned to the authorized person or transporting AMIAS, who will return them to the custodial parent/guardian. The Registration Chair will send the scanned copy of this form to the AAPP for secure retention after the event. The AAPP will store the document in a secure electronic folder. The AAPP and Board Chair will have access to the documents.</p>		X
<p><u>Alateen Transportation/Overnight Stay Form</u>  This fully completed, signed form (and emancipated paperwork if appropriate) must accompany other required registration forms, be kept in a covered binder or folder by the authorized person or transporting AMIAS, and then submitted to the Registration Chair at the event. The Registration Chair (Alternate Delegate at Assembly and AWSC) will electronically scan this form at registration and return the original to the authorized person or transporting AMIAS, who will return it to the custodial parent/guardian. The Registration Chair will send the scanned copy to the AAPP for secure retention after the event. The AAPP will store the document in a secure electronic folder. The AAPP and Board Chair will have access to the documents.</p>		X
<b>Document</b>	<b>Permanent</b>	<b>10 YR</b>
<p><u>Event Release and Waiver of Liability</u>  This fully completed, signed form must accompany other required registration forms and be submitted to the Registration Chair at that event. The Registration Chair (Alternate Delagate at Assmebly and AWSC) will send this form to the Archivist for secure retention after the event. The Board Chair will file current physical waivers in the safe and subsequent years in the filing cabinet.</p>		X

<p><u>Alateen Code of Conduct</u> This fully completed, signed form (and emancipated paperwork if appropriate) must accompany other required registration forms and be submitted to the Registration Chair at that event. The Registration Chair (Alternate Delegate at Assembly and AWSC) will send this form to the AAPP for secure retention after the event. The AAPP will store the document in a secure electronic folder. The AAPP and Board Chair will have access to the documents.</p>		X
<p><u>Alateen Event Sign-in Sheet</u> This form is to be sent by the Registration Chair to the AAPP for secure retention after the event. The AAPP will store the document in a secure electronic folder. The AAPP and Board Chair will have access to the documents.</p>		X
<p><u>Alateen Medication Log</u> This form will be completed by the DMA and turned in to the Registration Chair at the close of the event. The Registration Chair will send this form to the AAPP for secure retention. The AAPP will store the document in a secure electronic folder. The AAPP and Board Chair will have access to the documents.</p>		X
<p><u>Conference Registration Form</u> Form to be written by the Alateen WG based on recommendations approved at January Assembly.</p>		X

**Group Records Coordinator**

- 1) Must See the WSO Guideline G-36, Group Records Coordinator, and become familiar with those responsibilities.
- 2) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service and the Al-Anon/Alateen Service Manual.
- 3) Selects in cooperation with the Delegate, an Alternate Coordinator who can share the responsibilities of this position, has access to pertinent information, and can act as backup in the event of an absence or resignation. Only one individual can be reimbursed expenses for any given AWSC or Assembly meeting, or expenses can be shared if the total does not exceed budgeted amounts for this position.
- 4) Area Meetings
  - a) Attends Assemblies in January, May and September and AWSC meetings in November, April and August. Attends the first AWSC meeting following the election to help plan the agenda for the next Assembly.
  - b) Has voice and vote at AWSC meetings. Has voice only at Assemblies unless also serving as a GR.
  - c) Presents an oral report at each AWSC meeting and Area Assembly and gives an electronic or written copy of the report to the Area Secretary.

- d) If unable to attend an Area meeting, makes arrangements for another AWSC member to give the report or sends it to the Area Delegate.
- 5) Group Records Updates and Distribution
  - a) Maintains a contact information list of AWSC members. Notifies the Delegate and the Web Coordinator of any contact information changes.
  - b) Edits existing AI-Anon group records information and administers new group registrations in the WSO database and on the Georgia AI-Anon website meeting finder.
  - c) Contacts groups that are in No Mail status or have bounced emails.
  - d) Compiles an updated electronic version of the Area Directory at a minimum of every 6 months and at the end of term. Provides a copy of the Area Directory to the Delegate for approval and distribution. Provides a paper copy to any AWSC member requesting it.
  - e) Provides Alternate Delegate with group records updates as well as a current list of GRs and AWSC members when requested.
  - f) Provides the Treasurer with a current list of active and inactive groups when requested.
- 6) Educates DRs and GRs on the process for using the Group Records Change Form located on the Georgia AI-Anon website to submit an existing group's information changes.
- 7) Educates DRs on how to utilize the WSO database to extract information pertaining to their district.
- 8) Sends the following information to new groups:
  - a) welcome letter
  - b) WSO Guideline G-11, Group Representative
  - c) Area 11 AI-Anon/Alateen Assembly Information and Archives Booklet
- 9) Participates in conference calls and on-line meetings that may be necessary throughout the year.
- 10) Is a member of the Web Team Work Group
- 11) Reviews and shares relevant information posted on the WSO Group Records AFG Connects web site.
- 12) Maintains updated records including, but not limited to, contact lists, materials received from the WSO or other agencies, and procedures. Passes this information on to the next coordinator.
- 13) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 14) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the treasurer if the budget needs to be adjusted during annual review.
- 15) Submits articles for publication in each Area newsletter.
- 16) Is willing to be a service sponsor for the next Group Records Coordinator.

#### Eligibility/Previous Service

- 1) Is an active member of AI-Anon Family Groups who lives within Area 11 and continues to attend AI-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) Experience as a Group Representative and District Representative would be very helpful but not required.
- 4) In the interest of rotation of service, may not serve 2 complete terms consecutively.

#### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills and the ability to pay attention to detail.

4) Good computer and technology skills such as use of the internet, e-mail, and conference calling, and proficiency with Word, Excel and PDF documents.

### Equipment

Computer, printer and internet connection.

### Workload Affected by Deadlines

Workload is the most intense at the end and beginning of a new service panel as groups are electing GRs and DRs. There is increased workload around directory distribution times as well. On average during non-distribution or deadline times about 3-to-5 GR-1 forms or changes are received each week. Allot sufficient time to prepare reports for the AWSC and Assembly meetings and write articles for the Area newsletter.

### **Literature Coordinator**

- 1) See the WSO Guideline G-6, *Area Literature Coordinators*, and become familiar with those responsibilities.
- 2) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service and the *Al-Anon/Alateen Service Manual*.
- 3) Area Meetings
  - a) Attends Assemblies in January, May, and September and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
  - b) Has voice and vote at AWSC. Has voice only at Assembly unless also serving as a GR.
  - c) Prepares to give an oral report at each Assembly and AWSC meeting and gives an electronic or written copy of the report to the Area Secretary.
  - d) If unable to attend an Area meeting, makes arrangements for another AWSC member to give the report or sends it to the Area Delegate.
  - e) Staffs the literature room at Assembly and coordinates with the Georgia Al-Anon Central Services (GACS) Chairperson, if needed, to sell Conference Approved Literature (CAL) at Assembly.
    - i) Completes an order form for pick up of CAL on consignment from GACS prior to Assembly weekend. Confirms the count with the GACS Chair before CAL is removed from the GACS office.
    - ii) Physically transports literature or makes arrangements to have it moved to and from Assembly.
    - iii) The Area Treasurer provides \$100 cash for a change box, which is reimbursed to the treasurer before the end of Assembly business on Sunday.
    - iv) Before leaving the Assembly, counts money and remaining inventory and coordinates with the GACS Chair returning the money and CAL to the GACS office as soon as possible after Assembly. The GACS Chair confirms the count and documents any discrepancies. If major discrepancies occur, coordinates with the GACS Chair to implement changes to these procedures before the next Assembly.
  - f) Maintains and updates a showcase of CAL for display at Assembly.
  - g) At the discretion of the Area Chair, hosts periodic writing workshops at Assembly.
- 4) Is available to assist with a writing or literature workshop in individual districts.
- 5) Encourages members to write articles for ongoing and new CAL projects.
- 6) Participates in conference calls and on-line meetings that may be necessary throughout the year.
- 7) Reviews and shares relevant information posted on the WSO Literature AFG Connects website.

- 8) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 9) Maintains updated records including, but not limited to, contact lists, materials received from the WSO or other agencies, and procedures. Passes this information on to the next coordinator.
- 10) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the treasurer if the budget needs to be adjusted during the annual review.
- 11) Submits articles for publication in each Area newsletter.
- 12) Is willing to be a service sponsor for the next Literature Coordinator.

#### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) In the interest of rotation of service, may not serve 2 complete terms consecutively.
- 4) Experience as a Group Representative and District Representative would be very helpful but not required.

#### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal communication skills
- 3) Good computer and technology skills such as use of the internet and e-mail, and proficient with Word documents.

#### Equipment

- 1) Computer and internet connection.
- 2) Area's money box.
- 3) Area's calculator.
- 4) Area's dolly cart.

#### Workload Affected by Deadlines

Workload is greatest around Assembly weekends. Allot sufficient time to prepare reports for the AWSC and Assembly meetings and write articles for the Area newsletter.

#### **Newsletter Editor**

- 1) See the WSO Guideline G-21, *Guidelines for Newsletter Editors*, and become familiar with those responsibilities.
- 2) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service and the *Al-Anon/Alateen Service Manual*.
- 3) Area Meetin
  - a) Attends Assemblies in January, May, and September and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
  - b) Has voice and vote at AWSC meetings. Has voice only at Assemblies unless also serving as a GR.
  - c) Presents an oral report for each Assembly and AWSC meeting and gives an electronic or written copy of the report to the Area Secretary.
  - d) If unable to attend an Area meeting, makes arrangements for another AWSC member to give the report or sends it to the Area Delegate.



- 4) Georgia On Track newsletter
  - a) Publishes newsletter 3 times yearly. This includes collecting articles, editing, developing and layout.
  - b) Invites the A.A. Delegate to contribute to the newsletter.
  - c) Includes reminder in calendar section about appropriate announcements.
  - d) Includes a link to a password-protected page on the Area website that displays Assembly minutes.
  - e) Notifies the officers, coordinators, DRs and committee chairs of the deadline for submissions to the newsletter.
  - f) Deletes all last names from the body of the publication.
  - g) Reviews all potential postings for Traditional appropriateness.
  - h) Edits the sharings submitted so that they are grammatically correct.
  - i) Submits articles for publication in each Area newsletter.
  - j) Submits newsletter to Area Webmaster for posting on the Area web site by March 15th, July 15th and November 15th of each year. Notifies AWSC members electronically when the newsletter is posted to the Area web site and ready for viewing.
  - k) Sends newsletter electronically to Archivist, the WSO Archivist and SE Regional Trustee.
  - l) Swaps newsletters with editors in other Areas at his/her discretion. Provides paper copy to any AWSC member requesting it.
  - m) Encourages members to read the newsletter.
- 5) Participates in conference calls and on-line meetings that may be necessary throughout the year.
- 6) Reviews and shares relevant information posted on the WSO Newsletter Editor AFG Connects website.
- 7) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 8) Maintains updated records including, but not limited to, contact lists, materials received from the WSO or other agencies, and procedures. Passes this information on to the next coordinator.
- 9) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the treasurer if the budget needs to be adjusted during the annual review.
- 10) Is willing to be a service sponsor for the next Newsletter Editor.

#### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) In the interest of rotation of service, may not serve 2 complete terms consecutively.
- 4) Experience as a Group Representative and District Representative would be very helpful but not required.

#### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good command of the English language.
- 4) Good editing and proofreading skills.
- 5) Good computer and technology skills such as use of the internet, e-mail, and conference calling, and proficient with Word and PDF documents.

## Equipment

Computer, printer and Internet connection.

## Workload Affected by Deadlines

There is a short time span in which the workload is intense as the editor solicits writings and compiles them for publication in the newsletter three times a year: March, July and November 15th. Allot sufficient time to prepare reports for the AWSC and Assembly meetings and write articles for the newsletter.

## **PUBLIC OUTREACH COORDINATOR**

1. See the WSO Guidelines *Outreach to Institutions (G-9)*, *Outreach to the Public/Media (G-10)*, *Services in Correctional Facilities (G-14)*, *Outreach to Professionals (G-29)*, and *Area Public Outreach Coordinator (G-38)* and become familiar with those responsibilities.
2. Has knowledge of, and experience using, *AI-Anon Traditions*, *Concepts of Service* and the *AI-Anon /Alateen Service Manual*.
3. Is certified as an AI-Anon Member Involved in Alateen Service (AMIAS).
4. Serves as the link of information between the WSO, Area, Public Outreach Support Committee, Districts, and Groups.
5. Coordinates educational workshops and presentations for the Area and community as requested.
- 6) Area Meetings
  - a)Attends Assemblies in January, May and September and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.
  - b)Has voice and vote at AWSC meetings. Has voice only at Assembly unless also serving as a GR.
  - c)Presents an oral report at each meeting and gives an electronic or written copy of the report to the Area Secretary.
  - d)If unable to attend a meeting, makes arrangements for another AWSC member to give the report or sends it to the Area Delegate.
- 7) Data and Long-Term Information Responsibilities
  - a)Develops and maintains the Public Outreach page on the Area website with pertinent information, opportunities, and ideas.
  - b)Maintains a list of members who serve as Public Outreach liaisons within the districts.
  - c)Encourages district public outreach volunteers to develop a contact list of local members who have community contacts, e.g., media, professionals, etc.
  - d)Creates and maintains a library on the Area website of Public Service Announcements (PSAs), videos/DVDs, and other audio-visuals for Area use.
  - e)Facilitates the creation and implementation of annual Area-wide outreach projects with an alternating focus on public information, cooperation with professionals, and institutions.
  - f)Maintains duplicate records of pertinent information to pass on to the next Public Outreach Coordinator and Area Archivist.
- 8) Public Outreach Support Committee\*
  - a) Coordinator selects, forms and chairs an Area Public Outreach Support Committee to coordinate the Area's vision and mission statements for Public Outreach.
  - b) There should be a minimum of two committee members, ideally from throughout the Area, to serve a 3-year term. One member serves as the Alternate Chair.
  - c) The Delegate and Area Chair are not members of the Public Outreach Support Committee.
- 9) Participates in conference calls and on-line meetings that may be necessary throughout the year.

- 10) Is a member of the Web Team Work Group (WTWG)
- 11) Reviews and shares relevant information posted on the WSO Public Outreach e-Communities website.
- 12) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 13) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the treasurer if the budget needs to be adjusted during annual review.
- 14) Submits articles for publication in each Area newsletter.
- 15) Is willing to be a service sponsor for the next Public Outreach Coordinator.

#### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) In the interest of rotation of service, may not serve 2 complete terms consecutively.
- 4) Experience as a Group Representative and District Representative would be very helpful but not required.
- 5) In addition, from the Area 11 AMIAS Handbook:
  - a) Is at least 23 years old.
  - b) Has at least two years in Al-Anon in addition to any time spent in Alateen, six months of which must be in Georgia Al-Anon.
  - c) Has not been convicted of a felony, has not been charged with child abuse or any other inappropriate sexual behavior, and has not demonstrated emotional problems which could result in harm to Alateen members.

#### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Willing to share leadership and delegate authority.
- 5) Good computer and technology skills such as use of the internet, e-mail, and conference calling, and proficient with Word, Excel, and PowerPoint.

#### Equipment

Computer, printer and internet connection.

#### Workload Affected by Deadlines

Allot sufficient time to prepare reports for the AWSC and Assembly meetings and write articles for the Area newsletter.

#### **Technology Coordinator**

- 1) See the AFG of Georgia Thought Force (Th/F) Report “Leveraging Technology to Share Assembly and AWSC Information” and AWSC Th/F Report “Consideration of Having Hybrid/Virtual AWSC/Assembly Meetings” and become familiar with scope and responsibilities described.
- 2) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service and the Al-Anon/Alateen Service Manual.
- 3) Selects, in cooperation with the Delegate, an Alternate Coordinator who can share

the responsibilities of this position, has access to pertinent information, and can act as backup in the event of an absence or resignation. Only one individual can be reimbursed expenses for any given AWSC or Assembly meeting, or expenses can be shared if the total does not exceed budgeted amounts for this position.

- 4) Serves as a member of the Area Web Team Work Group.

#### Area Meetings

- a) Attends Assemblies in January, May, and September and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Area Assembly.
- b) Has voice and vote at AWSC meetings. Has voice only at Area Assembly meetings unless also serving as a GR.
- c) Presents an oral report at each Area Assembly and AWSC meeting and gives an electronic or written copy of the report to the Area Secretary.
- d) If unable to attend an Area meeting, makes arrangements for another AWSC member to give the report or sends it to the Area Delegate.

#### Technology Work Group (TWG)

The Technology Coordinator chairs the TWG whose purpose is to set up and provide continuous information technology service for the Area service structure through the use of the following guidelines:

- a) Work group consists of at least five “at large” members who have, at a minimum, an average level of IT knowledge and experience and have been attending AI-Anon meetings for at least two years and regularly attend AI-Anon meetings. Additional members include: Area Web Coordinator, Presentation Designer and Alternate Delegate.
- b) At least one member is recommended to have higher than average IT knowledge and experience.
- c) The TWG functions as a group conscience for the Technology Coordinator to ensure that recommendations and changes are congruent with AI-Anon’s Legacies and Area policies.
- d) The TWG is responsible for creating and updating training materials for use in virtual/hybrid Area meetings.
- e) The TWG receives access to Google Workspace by the Google Workspace Administrator and/or Area Web Coordinator.

#### Virtual/Hybrid meetings

- a) Identifies, implements, and manages current and future technology resources which could be utilized for Area Assembly and AWSC Virtual/Hybrid meetings.
- b) Ensures that any electronic meeting hosted by the Area for Area business is in compliance with the WSO and Area guidelines.
- c) Is familiar with the current AI-Anon Electronic Meeting Guideline (G-39) to assist in the compliance with Virtual/Hybrid meeting formats.
- d) Working with the Area Treasurer/Finance Committee, presents technology recommendations to AWSC, along with estimated costs/budget.
- e) Provides technical support to conduct virtual/hybrid Area meetings which could include: purchase, storage, set up and break down of equipment, negotiating contracts with vendors, and maintaining video conferencing account such as Zoom or Webex.
- f) Coordinates with Area Chair, Area Secretary and Alternate Delegate to capture

minutes, registrations and voting.

### Document Retention

Recommends to the BOT, AWSC and the Area Assembly secure data retention options (outside of the Area Website) to help with long term document retention related to Area business, Area Assembly, AWSC and other entities within the Area structure. Provides a means of releasing those documents on request.

### Other Duties

- a. Participates in conference calls and on-line meetings that may be necessary throughout the year.
- b. Maintains updated records including, but not limited to, contact lists, materials received from the WSO or other agencies, and procedures. Passes this information on to the next coordinator.
- c. Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- d. Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the Treasurer if the budget needs to be adjusted during the annual review.
- e. Submits articles for publication in each Area newsletter.
- f. Is willing to serve as the Technology Coordinator "Sage" on the TWG for the first year of the next panel and service sponsor for the Technology Coordinator the second and third years. Attendance at work group meetings essential the first year and not so for second and third years as a service sponsor.

### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Georgia and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) In the interest of rotation of service, may not serve 2 complete terms consecutively.
- 4) Experience as a Group Representative and District Representative would be very helpful but not required.

### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Average to above-average technical abilities.
- 5) Ability and willingness to learn and try new things.
- 6) Proficient in computer and technology skills such as use of the internet, e-mail, conference calling, Word, Excel and PDF documents, as well as a willingness to become familiar with Area-provided software used in operating the web site.

### Equipment

- 1) Computer, printer and internet connection.
- 2) Necessary Area provided software (e.g., Microsoft Office, Adobe Acrobat

Pro).

### 3) Web management tools.

#### Workload Affected by Deadlines

Workload is most intense during AWSC and Assembly meetings if Virtual/Hybrid meeting model is used. Allot sufficient time to prepare reports for the AWSC and Assembly meetings and write articles for the Area newsletter.

#### **Web Coordinator**

- 1) Is aware of and has reviewed the WSO Guideline AI-Anon Service Arm Websites (G-40), and becomes familiar with those responsibilities.
- 2) Has knowledge of, and experience using, AI-Anon Traditions, Concepts of Service and the AI-Anon/Alateen Service Manual.
- 3) Selects, in cooperation with the Delegate, an Alternate Web Coordinator who can share the responsibilities of this position, has access to pertinent information, and can act as backup in the event of an absence or resignation. Only one individual can be reimbursed expenses for any given AWSC or Assembly meeting, or expenses can be shared if the total does not exceed budgeted amounts for this position.
- 4) Serves as a member of the Technology Work Group.
- 5) Maintains ownership and administers access to the current workspace accounts (current vendor Google Workspace and formerly known as GSuites) inclusive of all email set up, forwarding and Google Drive.
- 6) Has a service email account defined as @gmail.com and assists all other workspace account holders to establish same for ease of website forwarding emails.
- 7) Annually requests written permission from the WSO to display the AI-Anon Steps, Traditions, and Concepts of Service on the Georgia AI-Anon website.
- 8) Initiates yearly contract with the web developer/web technical support and is to be the contact person between the paid web developer/web technical support and the Web Team Work Group.

#### Area Meetings

Attends Assemblies in January, May, and September and AWSC meetings in November, April and August. Attends the first AWSC meeting following election to help plan the agenda for the next Assembly.

Has voice and vote at AWSC meetings. Has voice only at Assembly meetings unless also serving as a GR.

Presents an oral report at each Assembly and AWSC meeting and gives an electronic or written copy of the report to the Area Secretary.

If unable to attend an Area meeting, makes arrangements for the Alternate Web Coordinator or another AWSC member to give the report or sends it to the Area Delegate.

#### Web Team Work Group

The Area Web Coordinator chairs the Web Team Work Group. The Web Team Work Group primary purpose is to build and maintain the Georgia AI-Anon website <https://ga-al-anon.org> in accordance with Georgia Area 11 and WSO Guidelines for AI-Anon

### Service Arms Websites (G-40).

- a) The Web Team Work Group default members consist of the Area Web Coordinator (chairperson), the Alternate Web Coordinator (appointed by the Area Web Coordinator), Area Group Records Coordinator, Area Public Outreach Coordinator, (future) Area Technology Coordinator, and at least two additional members of Georgia AI-Anon who are willing to be trained in process of website management and use of the current tools that support the Georgia AI-Anon website. It is recommended that Web Team Work Group members regularly attend AI-Anon meetings and have been attending AI-Anon meetings for at least two years. The contracted web developer is an invitee to the Web Team Work Group meetings at the discretion of the Area Web Coordinator and acts as a supporting participant providing the necessary technical assistance on additions or updates to the Georgia AI-Anon website. Communication and requests for assistance to the Web Developer is coordinated by the Area Web Coordinator in cooperation with the Web Team Work Group.
- b) The Web Team Work Group functions as a group conscience for the Area Web Coordinator to ensure that recommendations and changes are congruent with AI-Anon's Legacies and Area policies.
- c) Members of the Web Team Work Group (at the discretion of the Administrator/Area Web Coordinator) receive access to Google Workspace.
  - d) Members of the Web Team Work Group prior to access of website software, will receive training (one on one, video or document) by other experienced Web Team Work Group members, web technical support, and/or the Area Web Coordinator.

### Area Website

- a) Ensures the Georgia AI-Anon website is in compliance with the WSO and Area guidelines.
- b) Ensures the domain ga-al-anon.org remains active.
- c) Ensures the host for the domain is paid timely so that the Georgia AI-Anon domain is not put at risk for loss.
- d) Initiates support tickets to service vendors (e.g., ISP, software vendors, domain vendor) as needed should there be an issue with the website or entities supported by the website (e.g., forwarding emails).
- e) Is familiar with the current AI-Anon Service Arm Websites (G-40) to assist in the compliance with the AI-Anon Traditions, Concepts of Service and items in the AI-Anon/Alateen Service Manual.
- f) Working with the Area Treasurer/Finance Committee, presents website needs and recommendations to AWSC, along with estimated costs/budget.
- g) Proofs all website postings (e.g., events, announcements, items for members, links to outside entities and to WSO) and ensures all meet the guidelines of our three legacies.
- h) Works with Area Coordinators, Board of Trustees, Officers and other trusted servants to ensure that website information pertinent to their position is current.
- i) Works with Area Newsletter editor to upload most recent newsletter, announcement or blog information.
- j) Coordinates with Area Chair, Area Secretary and Area Finance access to necessary documents needed for upload to the website for member access prior to AWSC and Assembly. Documents are to be available 2

- weeks prior to either event for membership access.
- k) Maintains immediate panel and immediate post panel access to AWSC and Assembly documents via the website.

#### Other Duties

- a) Participates in conference calls and on-line meetings that may be necessary throughout the year.
- b) Assists in file management with the Area Chair and Area Secretary (all officers and coordinators as needed) for uploads of files in PDF format to the specified document folders within the current workspace drive. Once uploaded, the Area Web Coordinator moves the files to the appropriate location for access from the Area website. Files are moved and not renamed. All files and their naming convention are to be prepared by the entity who is uploading to the folder, prior to upload. At the time of this update for the Area Web Coordinator position description, the Area Chair and Area Secretary are the primary entities who have an active role in upload of documents for access by the Area Web Coordinator for posting as links for the Area members from the Georgia AI-Anon website and those position descriptions may require updates by the respective Area Chair and Area Secretary.
- c) Maintains updated records including, but not limited to, contact lists, materials received from the WSO or other agencies, and procedures. Passes this information on to the next coordinator.
- d) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- e) Has an approved budget for necessary expenses associated with fulfilling duties and attending Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Advises the Treasurer if the budget needs to be adjusted during the annual review.
- f) Submits articles for publication in each Area newsletter.
- g) Is willing to serve as the Area Web Coordinator “Sage” on the Web Team Work Group for the first year of the next panel and service sponsor for the incoming Area Web Coordinator the second and third years. Attendance at Web Team Work Group meetings is essential the first year and not so for second and third years as a service sponsor.

#### Eligibility/Previous Service

- 1) Is an active member of AI-Anon Family Groups who lives within Georgia and continues to attend AI-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) In the interest of rotation of service, may not serve 2 complete terms consecutively.
- 4) Experience as a Group Representative and District Representative would be very helpful but not required.

#### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.



- 3) Good organizational skills.
- 4) Average to above-average technical abilities.
- 5) Ability and willingness to learn and try new things.
- 6) Proficient in computer and technology skills such as use of the internet, email, webs site build tools (WordPress) conference calling, Word, Excel and PDF documents, as well as a willingness to become familiar with all Area-provided software used in operating the web site.

### Equipment

- 1) Computer, printer and internet connection.
- 2) Necessary Area-provided software (e.g., Microsoft Office, Adobe Acrobat Pro).
- 3) Web management tools.

### Workload and items that may affect timelines

Workload is intense at the beginning of the new service panel. An “as is” review or “current state analysis” of the Georgia AI-Anon website, Web Team Work Group timelines, current and future projects and Area Web Coordinator documentation should be done weekly for the first 3 months between the incoming and outgoing Area Web Coordinators. The review should be inclusive of but not limited to the following items: changing of or addition to web management tools to the incoming Area Web Coordinator – password updates, account management updates, domain contact information, updates to email forwarding, training in use of the website management tools currently in place, contract review of the paid web developer, review of and access to the current Google Workspace Drive as the Administrator.

The review is separate from the weekly Web Team Work Group meetings that are crucial for website maintenance and fixes. The Area Web Coordinator works closely with a contracted Web Developer whose expertise is beyond the basic maintenance and knowledge of the Area Web Coordinator. If at such time the Area is unable to secure a contracted Web Developer it is suggested the Area Delegate, Alternate Delegate and Area Chair are immediately notified by the Area Web Coordinator/Web Team Work Group to guide, support and participate in the decision-making process/ next steps to secure a new Web Developer. The involvement of these Area trusted servants would assist in ensuring the Area Web Coordinator and Web Team Work Group are provided sufficient web technical support without delay in order to maintain the integrity of the Georgia AI-Anon website.

### AWSC/Assembly

AWSC/Assembly documents and reports are to be posted to the Area website 2 weeks prior to the meetings. The Area Web Coordinator for each panel will define workflow in cooperation with the Area Chair and Area Secretary for document upload and PDF format. Current process is outlined in documentation that is provided by the outgoing Area Web Coordinator to the incoming Area Web Coordinator in the current panel Area Web Coordinator folder via the workspace drive. This will be reviewed along with other documents at each new panel turnover.

### **Presentation Designer**

1)The Presentation Designer is preferably a member of AI-Anon who has knowledge of, and experience using, AI-Anon Traditions, Concepts of Service and the *AI-Anon /Alateen Service Manual*, and is not currently serving as a DR or GR.

#### 2)Area Meetings

a)Attends Assemblies in January, May, and September and AWSC meetings in November, April and August. Does not have voice and vote at AWSC unless also serving as a member of AWSC.

- b) Provides sufficient deadlines to Area Officers and Coordinators for presentation submissions.
  - c) Develops computer-generated slides to be used with presentations at AWSC meetings and Area Assembly meetings.
  - d) Works with the Area Chairperson and Area Delegate to determine what information needs to be included in the various slides presented at each meeting.
  - e) Presents the slides using a laptop computer at AWSC meetings and at Area Assembly meetings.
  - f) If unable to attend an AWSC or Area Assembly meeting, makes arrangements for another person to present the slides at the meeting.
- 3) Minimum Slides to be produced for meetings:
- a) Financial Reports
  - b) Delegate report with WSO announcements
  - c) Motions
  - d) Coordinators' information
  - e) Roll call/quorum
  - f) Officers/Coordinator name, position and email addresses
  - g) Within budgetary limits and available time/abilities, the Presentation Designer should be encouraged to work with the Chairperson and/or the Delegate to create additional information to the presentation.
- 4) Has an approved budget for necessary expenses associated with fulfilling duties and attending area meetings that are reimbursed by the Area Treasurer once an expense form and receipts have been submitted.
- 5) Is a member of the Technology Work Group (TWG)

#### Eligibility/Previous Service

- 1) Is familiar with or willing to learn computer presentation software such as Power Point, or other computer-generated presentation software.
- 2) No previous service experience is required, though GR experience would be helpful in generating slides.

#### Suggested Skills

- 1) Good verbal and written communication skills.
- 2) Good organizational skills.
- 3) Good computer/technical abilities.
- 4) Ability and willingness to learn and try new things.

#### Equipment

- 1) Computer for developing and sending presentations electronically.
- 2) Access to a portable computer that is compatible with the projector for projecting presentations.
- 3) Area Screen and Projector

#### Workload Affected by Deadlines

Workload is most intense at the beginning of a new service panel and when putting together the Delegate's Report from World Service meetings. Workload is also intense when preparing for AWSC and Assembly meetings, although slides for AWSC may also be used for Assembly. Allot sufficient time to prepare for the AWSC and Assembly meetings.

## Georgia A.A. Prepaid Convention Liaison

- 1) See the WSO Guidelines G-3, *Cooperation between Al-Anon and A.A.*, and, G-7, *Al-Anon/Alateen Participation in an A.A. Convention*, to become familiar with these responsibilities.
- 2) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service and the *Al-Anon/Alateen Service Manual*.
- 3) Filling of this position is coordinated through the Georgia Al-Anon Alternate Delegate. This is a two-year commitment that starts in January of the year prior to the A.A. Convention and runs through the November AWSC meeting following the A.A. Convention. A final summary report is to be presented at this November AWSC meeting.
- 4) Area Meetings
  - a) Attends Assemblies in January, May and September and AWSC meetings in April, August, and November for the calendar year of their A.A. Convention.
  - b) Has voice and vote at AWSC meetings. Has voice only at Assembly unless also serving as a GR.
  - c) Presents an oral report at each Assembly and AWSC meeting and gives an electronic or written copy of the report to the Area Secretary.
  - d) If unable to attend an Area meeting, makes arrangements for the Alternate Delegate to give the report, or sends it to the Area Delegate.
- 5) Liaison Responsibilities
  - a) Attend A.A. Convention planning meetings.
  - b) Bring to the A.A. Convention planning committee information and updates relating to Al-Anon.
  - c) Ask the A.A. Convention planning committee if they would like to invite the Al-Anon Delegate to attend the convention. If the Delegate is invited, ask what expenses would be paid by the convention, and then extend the invitation to the Al-Anon Delegate, if a member of the A.A. committee doesn't do so directly. Form an Al-Anon committee following suggestions found in WSO Guideline G-7. The A.A. Convention Liaison is the Chairperson for this committee.
  - d) Ask A.A. committee if the Al-Anon committee can select the Al-Anon speaker. There are many speaker recordings on-line to help in selecting a speaker. Check Al-Anon speakers at recent past A.A. and Al-Anon conventions to avoid selecting someone that has recently spoken in Georgia. Ask what expenses would be paid by the convention for the speaker.
  - e) Ask the A.A. Convention committee if they would like an Alateen speaker. If they do, communicate / coordinate with Georgia Area Alateen Coordinator and select an Alateen speaker. Ask what expenses would be paid by the convention for the speaker.
  - f) Decide if the Al-Anon committee wants to have Al-Anon discussion meetings or workshops. If so, ask the A.A. committee for approval and room availability, and provide Al-Anon leaders.
  - g) Decide if the Al-Anon committee wants to have an Al-Anon hospitality room. If so, ask the A.A. committee for room availability and hotel restrictions, and if approved, set up a sub-committee of volunteers to staff the room and to provide food, drinks, and paper products.
  - h) Decide if any fundraisers are needed to help support hospitality or other Al-Anon functions or expenses for the convention.
  - i) Decide if there will be Al-Anon literature on display and for sale. If so, ask the A.A. committee for a site and tables if approved.
  - j) Select members to host the Al-Anon or Alateen speakers. Give each host the speaker's contact information and encourage them to communicate in advance. Arrange transportation for the speakers to and from the airport if they are not driving and provide their transportation to the hotel and meeting events. Answer any questions they may

have and share some meals with them so they aren't alone. Expenses associated with hosting are not reimbursed by A.A. or the Al-Anon Area but can be financed through fundraisers.

k) If Alateen events or meetings are planned, work with the A.A. committee to set up a separate registration desk for Al-Anon / Alateen members and have volunteers to staff the table. Suggest to the A.A. committee that the registration form consider adding the following statement: "Any Alateen Member who is not accompanied by a parent / legal guardian must present the current required Georgia Alateen forms at registration." The forms can be found at [www.ga-al-anon.org](http://www.ga-al-anon.org) under Alateen, Alateen Forms." Contact the Georgia Al-Anon Alternate Delegate or Alateen Coordinator to receive instructions on having an Alateen Registrar to fulfill Area Safety Requirements.

l) Prepare a brief final written report summarizing activities, outlining what worked well, and providing input on what could have been done better. Written report to be included in next AWSC November meeting minutes following the convention, and copies sent to the incoming Liaison, and Area Archivist for filing.

- 6) Is accessible to members between Area meetings via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 7) Has an approved budget for necessary expenses associated with attending Al-Anon Area meetings that are reimbursed by the Area Treasurer when an expense form and receipts are submitted. Expenses associated with attending A.A. convention planning meetings or convention events are not reimbursed by A.A. or the Al-Anon Area but can be financed through fundraisers.
- 8) Submits articles for publication in Area newsletter.
- 9) Is willing to be a service sponsor for the incoming AA Convention Liaison.

#### Eligibility/Previous Service

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings.
- 2) Is not a member of Alcoholics Anonymous.
- 3) Experience as a Group Representative and District Representative would be helpful but not required.

#### Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Some computer and technology skills such as use of the Internet and e-mail.

#### Equipment

Computer, printer and Internet connection.

### **Al-Anon/Alateen Convention Chair**

*An Area convention is an occasion for Al-Anon and Alateen members to gather for fun and fellowship, to celebrate their beginnings, enhance their understanding of the program, and to find ways to attract new members. (WSO Guideline G-20). This service role provides opportunities for spiritual growth unlike any other in Al-Anon and to create lasting memories with fellow Al-Anon members. I*

- 1) For this two-year commitment, the Chair:
  - plans committee meetings and chairs the Convention.

- is willing to serve as a service sponsor to the Chair who is preparing for the next convention which includes serving on the Convention committee.
- 2) Gives a Convention committee report at four AWSC and Assembly meetings. Is reimbursed by the current Convention Treasurer for attending these meetings when an expense form and receipts are submitted.
  - 3) Sends articles about the Convention to be published in the November, March and July issues of the Area newsletter, *Georgia on Track*.
  - 4) Chairs all committee meetings where members can report progress and discuss next steps. While serving as Co-Chair the previous year, committee members will already have been asked to serve at this year's convention. Duties:
    - a) Ensures that each Convention committee member has access to the Convention Google Drive folder found within the Area Google Workspace in the folder titled "Conventions" and thru a link under Member Documents on the Georgia Al-Anon Website. The folder includes information about past conventions, current position descriptions, budgets, and *Suggestions and Guidelines for All Positions*.
    - b) Makes sure that the event posting on the GA Al-Anon website is up to date and current inclusive with the online payment portal.
    - c) Schedules and chairs Convention committee meetings on a regular basis and distributes an agenda and all related documents electronically at least 4 days in advance of the committee meeting.
    - d) Reviews position descriptions of the Convention Committee members found in the Google Workspace folder "Conventions" throughout the year to stay aware of tasks and who is responsible for doing them. The Co-Chair can assist in assuring that tasks are completed.
    - 8). Works closely with the Registration Chair and Alateen Sponsor to ensure that the legal and safety aspects of Alateen participation are met. Specifically, all necessary forms and waivers are completed and sent to our AAPP for secure storage after the Convention.
    - e) Reviews the budget that was established the previous year while serving as Co-Chair.
    - f) Downloads relevant committee information on the Convention Google Drive folder for access by committee members and to serve as archives for subsequent committee members.
    - g) Is accessible to committee members via phone or e-mail and promptly responds to inquiries in a timely manner.
    - h) Coordinates with the Facilities Chair to arrange for a site visit planning meeting within a few months of the convention.
    - i) Ensures our "Policy for Minors Attending AFGG Events" is included on Convention registration forms.
  - 5) During the current convention:
    - a) Opens the convention, welcomes members and turns it over to the Co-Chair/Voice.
    - b) Makes sure that the committee members have everything they need to help their jobs run smoothly.
    - c) Fills the duties of a committee member who at the last minute can't be present if another member or the Past Chair isn't able to do so.
    - d) Makes closing remarks and 'officially' turns the convention over to the next Chair.

e) Ensures the Alateen Program Chair posts the Georgia Code for Mandated Reporters in Alateen meeting rooms.

6) After the convention:

a) Works closely with the Convention Treasurer to ensure all expenses are paid. Upon input from the Area's Finance Committee, the Convention Committee determines how excess funds will be distributed to the next convention, Area and the WSO.

b) Writes up a summary of convention experience for the next Chair to be stored in Google Drive folders and shared with the Area Archivist to be filed in the Area archives.

c) The Convention Chair will transfer any documents from their convention Gmail account drive folder into the Area Google Workspace file folder "Conventions" and into the specified Convention year folder.

d) Schedules a final wrap-up committee meeting after the convention and before giving a final report. Input from the Board Treasurer is strongly recommended.

e) Gives a report at the August AWSC (post-convention) and a report at the September Assembly. A final Financial report will be presented at November AWSC and January Assembly. The Chair for the next convention could give the final financial report in January if necessary.

7) As Past Convention Chair, participates in committee meetings for planning the next convention.

8) The Convention Chair will review the current Al-Anon/Alateen Convention Chair position description in ample time for the August AWSC so that any recommended changes and additions can be reviewed by the Delegate (Liaison to the Convention) and Area Chair (Alternate Liaison) for input. At the discretion of the Convention Liaisons and working in cooperation with the Convention Chair, substantial changes to the position description will be identified and submitted for approval at the August AWSC meeting, less significant changes will be automatically made.

9) The committee elects another member willing to serve as an Alternate Chair who serves temporarily as the Chair if the position becomes vacant. The Chair will inform the Area Chair that the position is vacant so that an election can be scheduled for the next Area Assembly.

### Resources

1) WSO Guideline, *Al-Anon/Alateen Area Conventions (G-20)*

2) *Suggestions and Guidelines for All Jobs*

3) *Al-Anon/Alateen Service Manual*

4) The Area Google Workspace folder entitled "Conventions" (This document can also be found thru a link under Member Documents on the Georgia Al-Anon Website.) It includes all Convention folders, including Suggested Position Descriptions with Guidelines.

5) Service sponsor (strongly recommended)

### Eligibility

1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings

2) Is not a member of Alcoholics Anonymous (A.A.)

### Suggested Skills

- 1) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service, and the *Al-Anon/Alateen Service Manual*
- 2) Good personal leadership skills (Concept 9)
- 3) Good verbal and written communication skills
- 4) Good organizational skills
- 5) Computer and internet skills, including use of email, conference calling, and Word or pdf documents

### Equipment

Computer, printer and internet access

### Workload Affected by Deadlines

Schedules, prepares for and chairs Convention committee meetings. Prepares and gives reports at AWSC and Assembly meetings. Writes articles to be published in the Area newsletter, *Georgia on Track*. Finalizes preparations the month of the convention.

### **Al-Anon/Alateen Convention Co-Chair/Voice**

*An Area convention is an occasion for Al-Anon and Alateen members to gather for fun and fellowship, to celebrate their beginnings, enhance their understanding of the program, and to find ways to attract new members.* (WSO Guideline G-20). This service role provides opportunities for spiritual growth unlike any other in Al-Anon and to create lasting memories with fellow Al-Anon members.

- 1) For this three-year commitment, the Co-Chair:
  - a) locates the site of the next Convention
  - b) assists the Chair of the current convention in order to learn and prepare for the next convention
  - c) serves as Chair of the next convention
  - d) is willing to serve as a service sponsor to the Chair who is preparing for the third convention, which includes serving on the convention committee
- 2) Participates in committee meetings for the current convention and assists Chair in assuring that tasks are completed.
- 3) Gives the current Chair's convention committee report at AWSC and Assembly if the Chair is unable to attend. Has voice and vote at AWSC if attending for the current Chair. Is reimbursed by the current Convention Treasurer for attending these meetings when an expense form and receipts are submitted.
- 4) Within five months of election as Co-Chair at the May Assembly, gets reliable and enthusiastic committee members to serve through next year's convention, at the end of which the Co-Chair becomes the Chair.
  - a) Establish, maintain, and provide access to each committee member to a specific Gmail account for the convention. This account will be utilized as the email account for that year's Convention, be the forwarding account thru the Georgia Al-Anon Website and will also allow for document retention for that specific convention.

- b) Ensures that each committee member has access to the Convention Google Drive folder linked to the specified convention email account which include information about past conventions, current position descriptions, budgets, and *Suggestions and Guidelines for All Positions*.
  - c) Forms a Convention Committee. Current position descriptions as well as past convention committee members experience, strength and hope can be found within the Area Google Workspace in the folder titled "Conventions" and thru the link under Member Documents on the Georgia AI-Anon website.
  - d) Schedules and chairs Convention committee meetings on a regular basis. Distributes an agenda and all related documents electronically at least 4 days in advance.
  - e) Collaborates with committee members to develop individual and overall budgets. Collaborates with the Convention Treasurer to prepare a budget to be sent to the Board Treasurer for review
  - f) Works to establish a Facilities Chair to research potential venues for next year's convention is preferred but not required to meet the suggestion to negotiate competitive bids. As Co-Chair, venue research can begin at the time of election and it is suggested that more than one venue be researched. It would be advantageous to negotiate competitive bids; prioritize multiple bids and submit first choice to the Board Chair for Board review. Once approved, the Board Chair is responsible for signing the contract.
  - g) Downloads relevant committee information on the Convention Google Drive folder for access by committee members and to serve as archives for subsequent committee members.
  - h) Is accessible to committee members via phone or e-mail and promptly responds to inquiries in a timely manner.
  - i) Collaborates with the Registration Chair, Board Treasurer and Web Coordinator to prepare for physical and on-line registration to begin as soon as the current convention ends.
  - j) Turns over any items of interest from the convention to the Area Archivist.
- 5) During the current convention:
- a) Coordinates with the Program and Facilities Chair and offers to chair a Friday afternoon pre-opening session discussion meeting if applicable to the Convention Program.
  - b) Beginning with the speaker meeting on Friday evening, serves as the voice/emcee for all speaker meetings; makes any announcements, as necessary.
  - c) Announces the location and date of the next convention.
  - d) Oversees transfer of inventory to the next Convention's Boutique and Hospitality Chairs.
  - e) Assists Registration Chair as needed with registration after the current convention ends.
  - f) Reviews the current AI-Anon/Alateen Convention Co-Chair/Voice position description in ample time for the August AWSC so that any recommended changes or additions can be reviewed by the Delegate (Liaison to the Convention) and Area Chair (Alternate Liaison) for input. At the discretion of the Convention Liaisons and working in cooperation with the Convention Co-Chair, substantial changes to the position description will be identified and submitted for approval at the August AWSC meeting; less significant changes will be identified to the position description and those changes will be automatically made. See "Process" located in the Google Workspace Folders.
  - g) The committee elects another member willing to serve as an Alternate Co-Chair who serves temporarily as the Co-Chair if the position becomes vacant. The Co-Chair will inform



the Area Chair that the position is vacant so that an election can be scheduled for the next Area Assembly.

## Resources

- 1) WSO Guideline, *Al-Anon/Alateen Area Conventions* (G-20)
- 2) *Al-Anon/Alateen Service Manual*
- 3) *Suggestions and Guidelines for All Jobs*
- 4) *The Area Google Workspace folder entitled "Conventions. (This document can also be found thru a link under Member Documents on the Georgia Al-Anon Website.)* It includes all Convention folders, including Suggested Position Descriptions with Guidelines.
- 5) Service sponsor (strongly recommended)

## Eligibility

- 1) Is an active member of Al-Anon Family Groups who lives within Area 11 and continues to attend Al-Anon meetings
- 2) Is not a member of Alcoholics Anonymous (A.A.)

## Suggested Skills

- 1) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service, and the *Al-Anon/Alateen Service Manual*
- 2) Good personal leadership skills (Concept 9)
- 3) Good verbal and written communication skills
- 4) Good organizational skills
- 5) Computer and internet skills, including use of email, conference calling, and Word or pdf documents

## Equipment

Computer, printer and internet access

## Workload Affected by Deadlines

Within 5 months of election, ask Al-Anon members to chair approximately 10 subcommittees, for which those chairs will find members. Priority positions to fill are: Facilities, Treasurer, Registration and Programs. Work closely with the Convention Treasurer to develop a budget. In collaboration with the Facilities Chair, begin researching potential locations immediately. Schedule and prepare for committee meetings. On the last day of the current convention, the Co-Chair is announced as the Chair of the next convention and those committee members announce the convention theme. In collaboration with the Registration Chair and Web Coordinator, be prepared to make on-site and on-line registration available to members when the current convention ends, as well as flyers for members to take back to their groups

## **Alateen Conference Chair**

*An Alateen Conference (defined as multiple one-day events as of 5/2024) is an opportunity for Alateen members and Al-Anon Members Involved in Alateen Service (or "AMIAS") to increase their understanding of the Twelve Steps and Twelve Traditions through the sharing of ideas, fun, and fellowship. Alateen Conferences give attendees the increased sharing experience of a wider Alateen membership. An Alateen Conference can be a tremendous energizer and recovery boost for everyone involved. It is a place for growth, for hope, and for an increased commitment to our younger members. (WSO Guideline G-16). This service role provides opportunities for spiritual*

growth unlike any other in AI-Anon/Alateen and to create lasting memories with fellow members who are also eager to grow in service.

- 1) For this two-year commitment which begins immediately following the completion of the current Alateen Conference service year (June 1-May 31), the Chair:
  - a) plans committee meetings and chairs the Conference; and
  - b) is willing to serve as a service sponsor to the Chair who is preparing for the next Conference, which includes serving on the Conference committee.
- 2) Gives a Conference committee report at four AWSC (Aug, Nov, April and August for final report) and four Assembly (Sep, Jan, May and Sep for final report) meetings beginning the August AWSC of the year prior to the Conference. Is reimbursed by the current Conference Treasurer for attending these meetings when an expense form and receipts are submitted.
- 3) Sends articles about the Conference to be published in the November, March and July issues of the Area newsletter, *Georgia on Track*.
- 4) Sends email to Area Web Coordinator to publish relevant data about the GA Alateen Conference days in advance of the events. Include dates, location, link to registration on website
- 5) Selects and/or confirms committee members for the Conference.
  - a) Calendar Chair (AMIAS and Alateens) – If producing a calendar, this will be the most pressing position to confirm with the Co-Chair as the deadline for this work is within 2 ½ months (Mid-August). Pictures need to be taken at the Conference's single day events. Producing the calendar will be the responsibility of the next Conference Chair.
  - b) The Area Alateen Coordinator or Co-Coordinator serves as a member of the committee.
  - c) Secretary (AMIAS)
  - d) Program Chair (Alateen in conjunction with Conference Chair)
  - e) Program Co-Chair (Alateen)
  - f) Registration Chair (AMIAS)
  - g) Designated Authority (DA) – (AMIAS and Alateen) This AMIAS, with the Alateen, is responsible for ensuring the Alateen and AMIAS Codes of Conduct are followed appropriately. (at the discretion of the Conference Chair)
  - h) Treasurer (AMIAS)
  - i) Hospitality (AMIAS)
  - j) Fundraising (AMIAS)
    - a) The Committee has autonomy and right of decision related to which fundraisers they choose each year.
    - b) If a fundraiser requires assistance from AFG of GA, it may require approval from the Georgia Area Assembly.
  - k) Public/Member Outreach (AMIAS and Alateen)
- 6) Schedules and chairs all committee meetings where members can report progress and discuss next steps.
- 7) Duties:
  - a) Determine/Confirm Venue(s).
  - b) Collaborate with venue (and Area Board of Trustees for venue contract, if necessary)
    - i. Negotiate dates and event details (events, meals, etc.) with venue
    - ii. Get contract from venue (if necessary)
    - iii. Work with the Area Board of Trustees Chairperson to finalize and sign contract (if necessary)
  - c) Ensures that each committee member has access to the Conference documents, which include information about past Conferences/single day events, current position descriptions, budgets, and Suggestions and Guidelines for All Service Positions.
  - d) Schedules and chairs committee meetings on a regular basis. Distributes an agenda and all related documents electronically at least 4 days in advance.

- e) Reviews position descriptions throughout the year to stay aware of tasks and who is responsible for doing them. The Co-Chair can assist in assuring that tasks are completed.
  - f) Works closely with the AFGG, Inc 's Board of Trustees, Georgia Alateen Conference Registration Chair and the Alateen Registrar to ensure that the legal and safety aspects of Alateen participation are met, specifically that all necessary forms and waivers are completed and sent to our AAPP for secure storage after the Conference. ?
    - i. The Conference Chair will ensure the training of the Registration Chair and compliance with the Area policies with regard to legal forms. The prior Registration Chair may be asked to facilitate the training, but if not available, the Alateen Work Group will be responsible.
    - ii. All handling of forms is addressed in more detail in the AFG of Georgia Alateen/AMIAS Handbook.
  - g) Reviews the budget that was established the previous year while serving as Co-Chair.
  - h) Downloads relevant committee information on the Georgia Alateen Conference Google Drive folder for access by committee members and to serve as archives for subsequent committee members.
  - i) Is accessible to committee members via phone or e-mail and promptly responds to inquiries in a timely manner.
  - j) Communicate with venue contact:
    - i. To address items in contract: Dates, activities, # attendees, meals (if necessary).
    - ii. To arrange for a site visit planning meeting within a few months of the Conference's single day events.
  - k) Works with Conference Committee and Area Board of Trustees Chairperson to determine feasibility of proceeding with current Conference as the year progresses based on current circumstances that could greatly affect the outcome.
- 8) During the Conference single day events:
- a) Opens the event, welcomes members and turns it over to the Alateen Program Chair, if applicable.
  - b) Ensures the committee members have everything they need for their jobs to run smoothly.
  - c) Ensures all duties of committee members are fulfilled if at the last minute the primary responsible party can't be present.
  - d) Makes closing remarks.
- 9) After the Conference:
- a. Works closely with the Conference Treasurer to ensure all expenses are paid.
  - b. Writes up a summary of Conference single day event experiences to be shared with Area Archivists to be stored in the area archives.
  - c. Write a report after each Alateen Conference event and a final cumulative report at the end of the service year. Schedules a final wrap-up committee meeting after the conference and before giving a final report.
  - d. Gives a report at the August AWSC and a final report at the September Assembly. The Chair for the next conference should give the final financial report in January if necessary.
- 10) As Past Chair, participates in committee meetings for planning the next Conference/single day events.
- 11) Any substantial changes (intent, interpretation, etc.) to the position description will be submitted to the Alateen Work Group who will review and submit the changes to the Alateen Conference Chair for presentation to AWSC. Less significant changes (grammar, clarification, etc.) can be made by the Alateen Work Group.
- 12) If the Conference Chair position becomes vacant, the committee elects another member willing to serve as an Alternate Chair who serves temporarily as the Chair. The Alternate Chair will inform the Area Chair that the position is vacant so that an election can be scheduled for the next Area Assembly.

## Resources

- 1) WSO Guidelines for Area Alateen Conference (G-16) <https://al-anon.org/pdf/G16.pdf>
- 2) Al-Anon/Alateen Service Manual <https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/>
- 3) Alateen/AMIAS Handbook - for handling of all legal forms.
- 4) Area 11 Al-Anon/Alateen Assembly Information and Archives Booklet 2023 <https://www.ga-al-anon.org/wp-content/uploads/2023/11/Website-version-2023-Information-and-Archives-Booklet-final-draft.pdf>
- 5) Conference Documents (available once elected) shared with the Area Archivist to be stored in the Area archives.
- 6) Conference Packet with all position descriptions, guidelines, timelines, and forms. (available once elected)
- 7) Experience, Strength and Hope from people with prior Conference history.
- 8) A Service Sponsor is highly recommended and usually found to be necessary. It is most helpful to have someone who has been to Conference single day events in the past.

### Eligibility

1. Is an active member of Al-Anon Family Groups who regularly attends Al-Anon meetings within Georgia.
2. Is a certified Georgia AMIAS or will be before Conference single day events.

### Suggested Skills

- 1) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service, and the Al-Anon/Alateen Service Manual
- 2) Good personal leadership skills (Concept 9)
- 3) Good verbal and written communication skills
- 4) Good organizational skills
- 5) Computer and internet skills, including use of email, conference calling, and Word or pdf documents

### Equipment

Computer, printer and internet access

### Workload Affected by Deadlines

- 1) Schedules, prepares for and chairs committee meetings.
- 2) Prepares and gives reports at AWSC and Assembly meetings.
- 3) Writes articles to be published in the Area newsletter, Georgia on Track.
- 4) Finalizes preparations in writing based on Conference single day event venue deadlines.
- 5) Ensures all parties are prepared for the event prior to the Conference single day event.

### **Alateen Conference Co-Chair**

*An Alateen Conference (defined as multiple one-day events as of 5/2024) is an opportunity for Alateen members and Al-Anon Members Involved in Alateen Service (or AMIAS™) to increase their understanding of the Twelve Steps and Twelve Traditions through the sharing of ideas, fun, and fellowship. Alateen Conferences give attendees the increased sharing experience of a wider Alateen membership. An Alateen Conference can be a tremendous energizer and recovery boost for everyone involved. It is a place for growth, for hope, and for an increased commitment to our younger members. (WSO Guideline G-16). This service role provides opportunities for spiritual growth unlike any other in Al-Anon/Alateen and to create lasting memories with fellow members who are also eager to grow in service.*

- 1) For this three-year commitment which begins following completion of the current Conference service year, the Co-Chair:
  - a) Assists the Chair of the current Conference in order to learn and prepare for the next Conference (Year 1);
  - b) Serves as Chair of the next Conference (Year 2); and
  - c) Is willing to serve as a service sponsor to the Chair who is preparing for the next Conference, which includes serving on the Conference committee (Year 3).
- 2) Participates in committee meetings for the next Conference single day events and assists Chair in assuring that tasks are completed.
- 3) If the Chair is unable to attend AWSC, the Co-Chair gives the current Chair's Conference committee report at AWSC and Assembly. Has voice and vote at AWSC if attending for the current Chair. Is reimbursed by the current Conference Treasurer for attending these meetings when an expense form and receipts are submitted.
- 4) Duties:
  - a) Helps the Conference Chair as requested to learn what is needed for the following year when the Co-Chair becomes the Chair.
  - b) Is a member of the Alateen Work Group.
  - c) Responsible for organizing the spaghetti dinner fundraiser at the September Assembly (traditionally). When September is not feasible, the Committee may have to replan the date with Assembly approval.
  - d) Works with the Area Board of Trustees Chairperson to negotiate contracts (if necessary).
  - e) Consider confirming Conference committee members for the following year.
    - i. If producing a calendar, the most pressing position is the Calendar Chair as this role needs to be in place and acted upon immediately after the last Conference event for the service year. Pictures taken at Conference single day events are used in the Calendar for the following calendar year. The Calendar should be completed and ready for AWSC in August which leaves only 2 ½ months to get it done (from end of service year to finish).
      - a. Traditionally, the Calendar has been a highly anticipated service tool for the Al-Anon fellowship in Georgia each year as many groups use it in their group meetings.
      - b. However, the Committee has autonomy and right of decision related to which fundraisers they choose each year.
    - ii. See position description for Chair to see all other positions.
- 5) During the current Conference single day events:
  - a) Assist the Chair with whatever is required to run a successful Conference and single day events.
  - b) With Chair, meet with the facility contact to confirm that dates are in place for next year when you arrive at the Conference event.
- 6) After the Conference service year:
  - a) Assumes the role of Conference Chair (see position description for Chair).
- 7) Any substantial changes (intent, interpretation, etc.) to the position description will be submitted to the Alateen Work Group who will review and submit the changes to the Area Chair for presentation to AWSC. Less significant changes (grammar, clarification, etc.) can be made by the Alateen Work Group.

- 8) If the Conference Co-Chair position becomes vacant, the committee elects another member willing to serve as an Alternate Co-Chair who serves temporarily as the Co-Chair. The Conference Chair will inform the Area Chair that the position is vacant so that an election can be scheduled for the next Area Assembly.

### Resources

- 1) Experience, Strength and Hope from people with prior Conference history.
- 2) WSO Guidelines for Area Alateen Conference (G-16) <https://al-anon.org/pdf/G16.pdf>
- 3) Al-Anon/Alateen Service Manual <https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/>
- 4) Alateen / AMIAS Handbook – for handling of all legal forms
- 5) Area 11 Al-Anon/Alateen Assembly Information and Archives Booklet 2023 <https://www.ga-al-anon.org/wp-content/uploads/2023/11/Website-version-2023-Information-and-Archives-Booklet-final-draft.pdf>
- 6) Conference Documents (available once elected)
- 7) Conference Packet with all job descriptions, guidelines, timelines, and forms. (available once elected)
- 8) A Service Sponsor is highly recommended and usually found to be necessary. It is most helpful to have someone who has been to a Conference single day event. in the past.

### Eligibility

- 1) Is an active member of Al-Anon Family Groups who regularly attends Al-Anon meetings within Georgia.
- 2) Is a certified Georgia AMIAS or will be before Conference/single day events.
- 3) Is not a member of Alcoholics Anonymous (A.A.).

### Suggested Skills

- 1) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service, and the *Al-Anon/Alateen Service Manual*
- 2) Good personal leadership skills (Concept 9)
- 3) Good verbal and written communication skills
- 4) Good organizational skills
- 5) Computer and internet skills, including use of email, conference calling, and Word or pdf documents.

### Equipment

Computer, printer and internet access

### Workload Affected by Deadlines

- 1) Spaghetti Dinner traditionally held during the September Assembly.
- 2) Calendar Chair must be in place by the end of Conference service year in order to produce the Calendar by August (if the Committee chooses to create Calendar this time).

**AN OUTLINE FOR THE PROCESS OF PRESENTING AND PURSUING A GREAT IDEA  
AND GUIDELINES FOR COMMITTEES, WORK GROUPS, THOUGHT AND TASK FORCES  
("GROUPS")**

**Process**

- 1) Discussion happens at the originating group. This can be a work group, Assembly or AWSC meeting, Executive Committee meeting, etc. - wherever two or more are gathered.
- 2) A light bulb moment can come from any idea or topic that comes to the floor or as submitted by a member.
- 3) The originating group discusses whether or not they want to pursue the idea. If there is not sufficient interest, then they don't have to. If there is, then,
- 4) Form a Thought Force (ThF).
- 5) The ThF answers the KBDM questions, researching the new idea/topic and putting together a frame to be presented back to the originating group.
- 6) The ThF presents the research back to the originating group using the framing they prepared.
- 7) The originating group discusses whether or not they want to pursue this into action. If there is not sufficient interest in pursuing it, they don't have to. If there is, then,
- 8) Form a Task Force (TF).
- 9) Starting with the information provided by the ThF, the TF does the actual detail work to complete the charge, i.e., write guidelines.
- 10) The TF reports to the originating group. They report progress to help keep the TF focused on the intended direction and to keep the originating group informed.
- 11) When the TF has completed their work, it is presented in its entirety to the originating group. The originating group votes on whether or not to approve the recommendation(s).
- 12) If the originating group believes there is already adequate, relevant information available that clearly defines their idea and wishes to proceed with immediate action, a TF can be formed without first forming a Th/F.

**Role of the Area Chairperson**

- 1) Writes the charge document:
  - a) Includes the background, charge, reporting system, potential resources, list of members of the group, dissolution, and KBDM questions.
  - b) Provides the WSO definition of the specific group that is being formed. This can be done by including a copy of the WSO definition of these groups located in the "WSO Committees" section of the current service manual.
  - c) Include this document as a guideline for the Group Chairperson and members of the group.
  - d) When considering a Group Chairperson, it may be helpful to approach a member who has had past experience serving on one of these types of groups. Ideally, the group consists of an uneven number of members.
    - 2) Schedules time on the AWSC or Assembly agenda for interim and final reports
    - 3) As needed, consults with the Group Chairperson. Editing of the charge or an extension of the deadline can only be made by the Area Chairperson.
    - 4) Keeps the originating group informed by maintaining an ongoing chart of the assignment and members of each group.

**Role of the Chairperson of a Committee, Work Group, Thought or Task Force ("Group Chairperson")**

Everyone's role is the same with the exception of the Group Chairperson and Recorder, who have additional responsibilities:

## **Group Chairperson**

- 1) Builds the agenda – a plan of action. Consider generating two agendas: a general agenda to distribute to the members and one that is annotated with detailed reminders to discuss various aspects of the major topics on the general agenda. It can be helpful to include the charge and the due date on each agenda so that it is readily available for each discussion.
- 2) Ensures that notes of all discussions are written by a recorder and distributed to members.
- 3) Sets up meeting times, dates, methods of communication, and the tentative purpose of each meeting.
- 4) Reviews the agenda with the group and asks them to agree to follow it.
- 5) Sets ground rules for discussion.
- 6) Helps the group maintain a sense of unity.
- 7) Gives everyone a voice.
- 8) Allows a few minutes for venting if needed.
- 9) Encourages open communication among members; talk to each other and reason things out. It is normal that there may be some miscommunication and conflict within any group at some point. It is suggested that the Group Chairperson outline a process for addressing any conflicts directly, always being guided by “Let there be no gossip or criticism of one another.” If a member of the group has a conflict with someone else in the group, ask that the person with the upset initiate a clarifying conversation with the person with whom they are upset. The *Conflict Resolution Kit* provides:
  - a) guidance on the principles to use when discussing problematic issues, and
  - b) suggestions about the manner and attitude that each person can practice for talking and listening to one another.

If the issue is not satisfactorily resolved, either or both members of the group can discuss the conflict with the Group Chairperson, who can facilitate a 3-person conversation in order to resolve the conflict.

If the issue is between one of the group members and the Group Chairperson, follow the same process; that is, the group member approach the Group Chairperson first and schedule a time to talk about the issue.

If there is no resolution after this discussion, the Group Chairperson can approach the Area Chair to facilitate a conversation between the Group Chair and the member in order to resolve the issue.
- 10) Completion of the charge is driven by the quality of the work, not by the deadline. Communicates with the Area Chairperson if the group determines that a reconsideration of the deadline or wording of the charge is necessary.
- 11) Overall sees that the job is done correctly.
- 12) Has the group come to a consensus on an outcome.

## **Role of Members of a Committee, Work Group, Thought or Task Force (“group”)**

The group is not a decision-making body, as it only makes recommendations. The objective is to complete its charge and present it to the originating body.

### **Recorder**

- 1)Writes down key ideas and other information.
- 2)Asks for clarity when needed.
- 3)Completes notes in a timely fashion and gives them to the Group Chairperson for review and distribution.
  - Be sure that the assignment or charge is understood:
    - >Why has this task been assigned?
    - >What are we meant to accomplish?
    - >What information do we need?
  - Ask questions and get clarity in the beginning.



- Brainstorm.
- At any time if you don't understand something, ask for clarity.
- Stay on course and do not impose your own interpretation of the charge, in other words, "what you think it should be."
- If the conversations get off topic, any member can simply say, "I think we're off track."
- Be prepared to work on your charge from the moment it is assigned.
- Be willing to volunteer for specific activities related to the fulfillment of the charge.
- Respond to the Group Chairperson in a timely manner and if unable to complete a task or to be available on a given date, let the Group Chairperson know.
- Only share your work with other members of the group. No discussion outside the group without everyone present unless a member has been tasked with getting outside help (i.e., pro bono attorney).
- Talk to each other and reason things out, not with members outside of the group. The discussions, information and decisions of these groups are confidential until a final report is submitted to the originating body. The wording and timing of any interim reports are approved by the members of the group and presented by the Group Chairperson or member(s) of the group to the originating body.
- Be able to accept constructive criticism when the project is reviewed. As a member of the group, it is important to support the consensus of the agreed-upon outcome that is presented to the originating group.

### **Format of Report**

A consistent format can serve as a guide to ensure that essential pieces of information are included in the report. It can also help those members who are reading the report and trying to absorb sometimes complicated information when a familiar format is used. Examples of previous reports that have used this format can be found on the Area web site.

- 1) Heading: The name of the Group that is presenting the report. Include the charge date.
- 2) Background: This is information that will have been included in the original charge document.
- 3) Charge: This is also information that will have been included in the original charge document. The wording cannot be changed without permission from the Area Chair.
- 4) Reporting System: The time frame that was included in the original charge document. Note any extensions that have been approved by the Area Chair.
- 5) Resources: Also, information that is from the charge document, but which can be edited and expanded upon if the Group found additional resources were useful.
- 6) Scope and Consideration: This section serves as a summary of the Group's findings. Consider adding attachments to the report that support the Group's findings rather than including detailed information in this section. Answers to KBDM questions usually are not included in the report; rather, conclusions from those answers could be included to help readers understand how the Group came to its conclusions. Consider writing this from the perspective of members who may be introduced to this information for the first time and will not have had the benefit of all the background discussion that has taken place within the Group.
- 7) Recommendations: As the Group decides on recommendations, compare them to the charge to make sure they are not outside its scope.
- 8) Parking Lot of Questions, Issues or Concerns Considered Pertinent Yet Outside the Scope of the Charge: If the Group uncovers such issues, preface the bullet points with this explanation: "The following issues were identified, but it was determined that they are not within the scope of the charge. Therefore, these issues are documented below for future consideration as appropriate."
- 9) Number the pages.
- 10) Add the date the report is submitted to the Area Chair.

## **AREA 11 ASSEMBLY INVENTORY GUIDELINES**

The Area will have an Area Assembly Inventory conducted and results available for review by Assembly the second year of each term. The results of the Inventory will be brought to closure by the end of the three-year term. This process will be coordinated by the Alternate Delegate, in collaboration with the Inventory Facilitator, the Area Chairperson, and the Area Assembly.

### **Alternate Delegate Responsibilities**

- 1)Coordinates the Assembly Inventory.
- 2)Secures a past or present Area officer or Delegate, from outside of the Area, to conduct the Inventory and compile the responses into two separate reports.
- 3)Provides the facilitator with guidelines for the Inventory reports and negotiates deadlines for receipt of responses from members.
- 4)Finalizes the Area Assembly Inventory questions with input from the AWSC. It is recommended that the questions be of a general nature, limited in number and open-ended. Examples include, but are not limited to, the following: What are we doing well at Assembly?What can we do better?
- 5)Sends the Area Assembly Inventory questions to the AWSC membership for distribution to the groups after the January Assembly of the second year of each term, and a deadline for receipt of responses to be included in the report be established
- 6)The Area Assembly Inventory questions will include a statement explaining that our Assembly Inventory is a spiritual process in which positive comments and constructive criticism are encouraged; always remembering to place principles above personalities. Information about where to send the responses, and a deadline for receipt of responses will be included in the report.
- 7)Collaborates with the Facilitator regarding how to handle comments that are punitive in nature deciding whether to change the language or delete them. The Alternate Delegate makes the final decision.
- 8)Negotiates with the Facilitator a deadline for receipt of the electronic copies of the two Inventory reports.
- 9)Provides printed copies of the reports and makes them available at the registration desk for review by members during the Area Assembly Inventory Assembly.

### **Inventory Facilitator Responsibilities**

- 1)Provides two written categorized reports. The first report is a summary of the responses and the second report is a list of the actual responses (unless punitive in nature) received by the deadline.
  - 2)Collaborates with the Alternate Delegate regarding how to handle comments that are punitive in nature deciding whether to change the language or to delete them. The Alternate Delegate makes the final decision.
  - 3)Sends an electronic copy of the two reports to the Alternate Delegate by the negotiated deadline.
- 4) Retains a copy of all individual inventory responses until the end of the calendar year in which the inventory took place.
- 5)Leads the Assembly through the summarized Area Assembly Inventory report and guides the Assembly through any related discussions of the report content.

**Area Chairperson Responsibilities**

Facilitates the discussion, following the Area Assembly Inventory Assembly, with AWSC and Assembly with the intent of bringing acceptable closure to the inventory results by the end of the three-year term.

**Area Assembly Responsibilities**

Brings acceptable closure to the Area Assembly Inventory results.

## MOTIONS AND RECOMMENDATIONS

January 1983 – September 2022

1. 1/1983 Discontinue sending out Assembly notices; have agenda printed in the Newsletter.
2. 1/1983 Give Delegate \$300 love gift to go to World Service Conference.
3. 5/1983 Have a member of World Service Conference come once a year to one of the Assembly to share their story and have a workshop on Sunday.
4. 5/1983 Longer Area World Service Committee (AWSC) meeting: Saturday 2:00 - 3:30pm.
5. 9/1983 Sell note pads to raise money for speakers to come from World Service Office.
6. 9/1983 Buy a 4-drawer steel filing cabinet for the Delegate.
7. 9/1983 Ask A.A. Delegate to share a message in our newsletter.
8. 9/1983 Advance our Alateen Coordinator up to \$150 for literature for Alateen meeting at Assembly.
9. 9/1983 Advance \$150 to Literature Coordinator for literature to have at Assembly.
10. 1/1984 Pay \$250 for paper used to print note pads, as a love offering.
11. 1/1984 Send a contribution of \$72 to SERSS.
12. 1/1984 Raise expenses of Coordinators who are not GRs to \$65 for Assembly expenses.
13. 1/1984 Continue the \$300 for Delegate expenses to World Service Conference in New York.
14. 1/1984 Continue the love offering of \$500 to World Service.
15. 1/1984 Allow Delegate while at World Service Conference to ask Institutional Coordinator at WSO to come to the Assembly in September 1984 to be our guest speaker for 1984 September Assembly.
16. 1/1984 Next Assembly, DRs will be responsible for bringing something to identify their District. All GRs will sit together in area provided by DR to answer roll call.
17. 5/1984 The Sunday morning business meeting will begin at 9:00 am and end at 1:00pm to coincide with A.A. Assembly meeting.
18. 5/1984 It was overwhelmingly voted to have a cookbook.
19. 9/1984 To invite SE Regional Trustee to speak at our January or May Assembly. WSO pays expense, but our Assembly will pay food expenses.
20. 9/1984 The Newsletter will be published 4 times per year instead of 3.
21. 9/1984 The pages of our Directory, due in September, be the size of the *Service Manuals*, and fit in the notebook. Will be loose leaf, making and revisions and changes much easier. DRs be responsible for any changes.
22. 1/1985 Raise our Delegate's expenses to World Service Conference from \$300 to \$400.
23. 1/1985 \$400 would be available for our Delegate to help with expenses to attend first Al-Anon International Convention in Montreal, Quebec, Canada in July 1985.
24. 1/1985 Invite our S.E. Regional Trustee to come to our May 1985 Assembly.
25. 1/1985 Have 500 copies of the 1986 Area Directory printed instead of 300. There will be extra copies for sale.
26. 5/1985 To have a CPC Coordinator (Cooperating with the Professional Community) in this Area. To be appointed by our newly elected Delegate.
27. 5/1985 To appoint an Archivist Coordinator. Change policy and historian coordinator and appoint an Archivist Coordinator in place of historian; Delegate appoints a Policy Coordinator.
28. 9/1985 To have 500 copies of the 1986 Area Directory printed for \$500.
29. 9/1985 To continue refreshments for the hospitality room and share these refreshments with the A.A.s and Alateens.
30. 1/1986 Give love gift of \$400 to the Delegate, for uncovered expenses to World Service Conference, at January Assembly.
31. 1/1986 Send \$200 donation to the WSO special appeals fund.
32. 1/1986 Our AWSC meeting disrupts Alateen Meeting. Reschedule our meeting from 1:00-3:00pm.

33. 1/1986 Establish a Budget Committee with Delegate and Assembly Chairman (automatic members) appointing the committee.
34. 1/1986 Invite WSO Staff Secretary for Alateen worldwide for our speaker and a workshop at September Assembly.
35. 1/1986 Pay Delegate's expenses to A.A. Convention and SE Regional Delegates Get-Together.
36. 5/1986 The WSO Staff Secretary for Alateen worldwide unable to attend September Assembly. Re-issue invitation for January Assembly.
37. 5/1986 Reimburse \$20 for TV/VCR rental to show new AFG film.
38. 5/1986 Area Treasurer selected as chairman for Budget Committee.
39. 5/1986 Invite SE Regional Trustee to September Assembly to explain duties of Trustee. Assembly will pay expenses of Delegate as host.
40. 9/1986 Chairman and Delegate's expenses to Assembly will be paid by Assembly.
41. 9/1986 AWSC invited all past Delegates to be members of AWSC meeting with voice but no vote.
42. 1/1987 Reschedule Assembly both Saturday and Sunday to offer more service information workshops, ask-it baskets. Three Al-Anon and one Alateen rooms available to run simultaneously. Agenda determined by committee.
43. 1/1987 Where necessary, reimburse all coordinators up to \$100 for un-reimbursed expenses to Assembly. (Presently \$65 if not GR/DR). Accounting required.
44. 1/1987 Stop coffee kitty.
45. 1/1987 Defray costs of members of Budget Committee for two meetings/year up to a total \$200 year.
46. 1/1987 Allocate \$1000 per year to implement planning for Al-Anon Central Office.
47. 1/1987 Spend \$300 allocated expenses in 1988 for the Regional Service Seminar to 1987 expense. Amended to supplement present \$600 with \$300 from general fund, not to involve 1988 allocation.
48. 5/1987 Georgia Information Pamphlet-pertinent information on Assembly not in Service books plus Georgia history. Loose leaf to fit handbook. Print 500 copies (estimated \$200).
49. 5/1987 Policy Committee will be comprised of 2 permanent members (Delegate and Chairman) and 3 members of AWSC not serving on a committee. More input policy decisions.
50. 5/1987 A smoking/non-smoking section to be implemented in non-business meetings.
51. 9/1987 Rent TV/VCR for \$50 to show new Alateen film *Alateen Tells It Like It Is.*"
52. 9/1987 Make new roll call method with sign-in sheets permanent.
53. 9/1987 Increase Newsletter budget effective January 1988 from \$600 to \$1200 (4 issues per year) to cover actual costs.
54. 9/1987 Effective 1988 pay Assembly Chairman's expenses to Al-Anon Convention.
55. 9/1987 Effective 1988, increase Assembly contribution to WSO from \$500 to \$600.
56. 9/1987 Area Directory, no update 1988 (election year).
57. 9/1987 Save money with photocopy over type set.
58. 9/1987 Only one directory update 1½ years after new election period.
59. 1/1988 200 copies of GA Al-Anon Info and Archives booklets were left. Motion to hold over to next panel of GRs and give a copy to new GRs panel.
60. 1/1988 To incorporate as a non-profit organization and file tax exempt status.
61. 1/1988 Allow \$300-500 to process incorporation.
62. 5/1988 New Treasurer was elected to fill the unexpired term of the current Treasurer.
63. 5/1988 To move to Ramada West at I-478 and U.S. 80.
64. 5/1988 Increase subscription rate of Newsletter from \$1.50 to \$3. (This will still not cover actual cost.)
65. 9/1988 Increase Delegate's expenses to Assembly to \$150.
66. 9/1988 Pay Ramada \$35 for hospitality suite if we have fewer than 50 room reservations.
67. 9/1988 Increase cost allowed (\$500) by \$82 (\$582) for incorporation to cover tax-exempt fee.

68. 9/1988 Board of Directors composed of the (five) elected Area Assembly Officers only.
69. 1/1989 To invite newly elected SE Regional Trustee to Assembly.
70. 1/1989 Increase mailing permit fee by \$70 making it a total of \$120
71. 1/1989 Give \$100 to WSO from budget plus pass a second basket at Area Assembly on Sunday morning.
72. 1/1989 To accept By-Laws as presented.
73. 5/1989 To change the Assembly to the 2<sup>nd</sup> weekend of January to coincide with A.A.'s Assembly.
74. 5/1989 To renew a 1-year contract with Ramada Inn with the stipulation that we will be looking for another facility.
75. 5/1989 Sell extra Newsletters for 50¢/copy.
76. 5/1989 Print 1,000 note pads to be sold for 50¢ as a service.
77. 5/1989 Add \$60 for general expenses for Newsletter.
78. 5/1989 Increase Treasurer's budget from \$50 to \$75 a year.
79. 5/1989 Purchase Corporate seal for \$85 (1 time only).
80. 9/1989 Print an additional 1,000 note pads.
81. 9/1989 Pay \$75 to seed fund out of (SERSS) Travel Fund, leaving \$825.
82. 9/1989 Increase the Delegate's expenses to \$625.
83. 1/1990 Decrease budget (by) \$760, decrease coordinators to \$1,920, Chairman to \$240, (Area) Treasurer to \$240 and Alternate Delegate to \$240.
84. 1/1990 For a 1-year trial basis, have an Alateen Sponsor-to-Sponsor meeting at 3:00pm Saturday.
85. 1/1990 Pay \$46.20 to extend the hospitality room.
86. 5/1990 Increase budget for printing and mailing the minutes to \$625.
87. 5/1990 Dispense with reading of minutes on a one time trial basis. Call for corrections and approvals as written.
88. 5/1990 Dispense, on a one time trial basis, with Sunday morning workshop and have only business meeting.
89. 5/1990 District hosting the Assembly, while coordinating with the Alateen Coordinator, will provide the chairman and the sponsor for the two Alateen meetings.
90. 9/1990 Remain at the Ramada Inn for 1991 Assemblies.
91. 9/1990 Dispense with workshop and Delegate's report on Sunday morning, accepted as in agenda.
92. 9/1990 Continue to update the Area Information & Archives booklet.
93. 9/1990 Continue, on a one-year trial basis to dispense with reading the minutes, calling for corrections and approval as written.
94. 9/1990 Establish an ad hoc committee to rezone the districts in Georgia and make a map to correspond.
95. 9/1990 Increase equalized expense to World Service Conference to \$700.
96. 9/1990 Make a special contribution to WSO one time offering of \$500
97. 9/1990 Pay Trustee's expenses to Assembly up to \$150.
98. 9/1990 Place the reserve fund plus accumulated interest in a CD with a six months maturity at a FDIC Bank. The CD should be signed by the Treasurer, Delegate and Chairman.
99. 9/1990 Increase annual contribution to WSO to \$700.
100. 1/1991 The CD shall be automatically renewed unless the Assembly decides otherwise.
101. 1/1991 Accept New Hope Group and One Day at a Time group from Phoenix City, AL as part of the Georgia Assembly Area.
102. 1/1991 Start back reading the minutes at the Sunday morning business meeting.
103. 1/1991 Delegate's report be given on Sunday of the May Assembly first thing. It will be followed by any further business.

104. 1/1991 Conduct an Assembly Inventory in May in lieu of the Saturday meeting and workshops. The only activity on Saturday night would be the Assembly Inventory. This would be Saturday, May 18, 1991, 8:00pm until...
105. 1/1991 Elections be held Sunday of September Assembly first thing, followed by further business.
106. 5/1991 Have an Alateen Sponsor-to-Sponsor meeting on Saturday at 3:00pm as a permanent addition to our program.
107. 5/1991 Obtain 3-year contract with Ramada Inn for Georgia Area Al-Anon Assembly meetings.
108. 5/1991 The reserve fund of \$5,000 is to be retained as a reserve fund.
109. 5/1991 Pay all expenses of Ruth F. for facilitating the Assembly Group Inventory.
110. 5/1991 Increase our operating expenses reserve to \$4,500 and call it a one-half year operating expense reserve.
111. 5/1991 Two districts shall host each Assembly. One district will handle the registration desk, the 2:00pm afternoon meeting and the 8:00pm Saturday night meeting and work with the Alateen Coordinator. The other district will host the hospitality room only.
112. 5/1991 Coordinators not give reports this (May) Assembly.
113. 5/1991 Chairman's resignation as chairman of this Assembly was not accepted.
114. 5/1991 Area Assembly Inventory will not be taped.
115. 5/1991 Area Inventory will end at 11:00pm.
116. 9/1991 To allow past Delegates to vote during the AWSC meeting.
117. 9/1991 Take a final ballot if no 2/3 majority can be reached between two candidates for delegate.
118. 9/1991 For the September 1991 Election Assembly allow willing, eligible members to stand for Area Offices who are medically incapable of attending.
119. 9/1991 Change name of "Love Gift" to "Delegate's WSC Expenses Fund" and increase the Delegate's WSC expense fund by \$100, making it a gift total of \$500.
120. 9/1991 Get a safety deposit box to keep corporate seal, by-laws, permanent records, etc., for safekeeping, \$50 per year to cover rental added as a line item to the Chairman's budget. The chairman will have a key to the safety deposit box.
121. 9/1991 Increase the Directory's budget by \$100 a year to make its budget a total of \$1,200 for three years.
122. 9/1991 Increase the Treasurer's budget to \$150 per year which would be a \$75 per year increase.
123. 9/1991 3-year contract from the Ramada Inn be accepted with a 3% cap on the increase for the third year.
124. 9/1991 Newsletter frequency reduced to 3 times a year instead of 4.
125. 9/1991 Submit the bid for the Spring SERSS for 1993 at the Hyatt Regency, Atlanta.
126. 1/1992 Use (donated) coffee pots in hospitality rooms. Assembly will pay for coffee and supplies if hosting district wants to make coffee.
127. 1/1992 If possible, change date for January Assembly to third weekend.
128. 1/1992 Invite the WSO CPC Coordinator to speak at September Assembly or whenever available.
129. 1/1992 Submit bid for the 1998 Al-Anon International Convention.
130. 1/1992 Area Assembly resolves to support its Atlanta bid for the 1998 Al-Anon International Convention and to provide the time and effort necessary to make our convention a success.
131. 1/1992 Reimburse, if necessary, expenses not to exceed \$250 to those who worked on submitting bid for 1998 Al-Anon International Convention.
132. 5/1992 Continue to send Assembly minutes to each GR.
133. 5/1992 Pay the necessary expenses to bring the WSO CPC Coordinator to the September Assembly arriving on Friday and leaving on Sunday.

134. 5/1992 Pay \$17 to rent TV and VCR to show bid presentation for 1998 Al-Anon International Convention.
135. 5/1992 Set a limit of \$500 for each Assembly for coffee, with \$300 for Saturday and \$200 for Sunday.
136. 9/1992 The 8:00pm Alateen meeting be a closed meeting and if the hosting district does not have sponsor previously selected, that the Alateens be allowed to choose a qualified sponsor for this 8:00 closed meeting and this be coordinated with the Alateen Coordinator.
137. 1/1993 Send half of the Delegate's Equalized Expense for the WSC.
138. 1/1993 Give \$150 to CPC Coordinator for purchasing literature for the Student Assistant Program Training exhibit in Atlanta.
139. 1/1993 Show a video of Lois W. on the history of Al-Anon at the May Assembly Sunday morning business meeting during the Archivist report.
140. 1/1993 Move \$50 for Safety Deposit Box from Area Chairman expense to Secretary expense for printing and mailing minutes.
141. 1/1993 Al-Anon Central Office allocation decreased to \$500.
142. 1/1993 Newsletter expense be decreased to \$935.
143. 5/1993 Expense money to the SERSS will be divided among eligible attending officers and coordinators not to exceed their actual expenses for the seminar.
144. 5/1993 Take seed money out of travel fund money for SERSS once every 3 years.
145. 5/1993 Form a committee to develop guidelines for each coordinator and officers responsibilities to Assembly.
146. 9/1993 To have a permanent GR workshop at Assembly.
147. 9/1993 Change schedule at Assembly on Saturday to 4:30pm Al-Anon meeting, 8:00pm Speaker meeting and leave workshops at 9:15pm.
148. 9/1993 Send a \$250 donation to WSO for relocation fund.
149. 9/1993 Increase WSC equalized expense to \$800 for Delegate.
150. 1/1994 Renew contract with Ramada Inn for 1995 with same price as 1994.
151. 1/1994 Policy Committee establishes guidelines for forming or changing current Districts in the Area.
152. 1/1994 Adopt August as Alateen Awareness Month.
153. 1/1994 Archivist update the Information booklet.
154. 1/1994 Facilities person be responsible for transportation of coffee pots to and from Assembly.
155. 5/1994 Increase Delegate's expenses in budget to attend SE Regional Delegate's Get-Together from \$100 to \$140.
156. 5/1994 Decrease Delegate's expenses in budget for phone, stamps, gas, meals from \$300 to \$200.
157. 5/1994 Reimburse Alternate Delegate \$49.50 for expenses used for Job Description Committee.
158. 5/1994 Divide District 15 into two districts, 15 and 21. The following major roads divide the district, S. Cobb Dr., N. from the Chattahoochee River until turning into Delk Road. Delk Road, N. to I-75 and I-75 N. to the Cherokee County line.
159. 5/1994 (In job description) Delete that the Area Chairman have the chairman of workshops write brief reports for inclusion in Assembly minutes.
160. 5/1994 (In job description) Delete Delegate's hospitality time following workshops on Saturday evening during Assembly weekend to hear concerns of GRs and DRs.
161. 5/1994 Amended job descriptions go in the Area Information booklet in September.
162. 5/1994 Job descriptions of the Area Officers and Coordinators be put in the August Newsletter this one time only.
163. 9/1994 (Ref. Motion 33) Budget Committee is comprised of Area Treasurer as Chairman, Delegate, and Area Chairman as fixed members with 4 AWSC members selected by the Treasurer.



164. 9/1994 (Ref. Motion 49) Policy Committee - 2 permanent members (Delegate and Chairman) and 3 members of AWSC not serving on any other standing committee at Area level.
165. 9/1994 (Ref. Motion 113) Delete personal reference in declining chairman's resignation.
166. 9/1994 (Ref. Motion 38) Omit personal reference as chairman of the Budget Committee.
167. 9/1994 The Treasurer selects up to 4 AWSC members to serve a 3-year term on the budget committee.
168. 9/1994 (Ref. Motion 92) Archivist will make any changes passed by Area Assembly at next printing of information booklet.
169. 9/1994 Add to Area Secretary's job description to keep corrected copy of minutes in Safe Deposit box and to send corrected copy of minutes to Archivist with notation of date accepted as approved.
170. 9/1994 Send \$1,200 total equalized expense for Delegate to attend 1995 World Service Conference.
171. 9/1994 Decrease in Budget, Chairman expense for phone, stamps, gas and meals from \$250 to \$150; and add \$125 expense for chairman to Georgia Al-Anon/Alateen Convention.
172. 9/1994 Decrease budget committee expense from \$100 to \$75.
173. 9/1994 Suspend 50¢ charge for newsletter at this Assembly only.
174. 9/1994 Indicate in the directory by asterisk if there is a concurrent A.A. meeting when information is provided.
175. 9/1994 When required, future motions reference Area position title and refrain from use of personal name.
176. 1/1995 To increase the one-year reserve for Assembly business from \$4,500 to \$5,000.
177. 1/1995 At the AWSC meeting only Assembly officers, DRs, coordinators, past Delegates, and liaison members (i.e., MAIS, convention chairs, and Alateen Conference chair) have voice and vote.
178. 5/1995 Increase Newsletter permit from \$75 to \$85; due to increase in charge from Postal Service.
179. 5/1995 Change line item "Delegate Expense Fund to WSO" to "Delegate Expense Fund to WSC."
180. 5/1995 Separate Income/Revenue categories for budgeting and tracking purposes.
181. 5/1995 Income/Revenue Allocations Budgeted as follows: Assembly Income \$1,300, Group Contributions \$6,165, Newsletter Subscriptions/Sales \$35.
182. 5/1995 Workshops be changed from after Speaker meetings to 4:30 time slot in lieu of Al-Anon meeting for more participation.
183. 5/1995 To amend the Directory Editor's responsibilities Item 2 from "Publishes the Area Directory twice during the 3 year term (at the beginning of the term and then again halfway through the term) to read "Publishes the Area Directory twice during the term" (18 months into the term and again at the end of the term).
184. 5/1995 Grant authority to the Board of Directors and AFG of GA., Inc. to obtain Officers and Directors Liability Insurance.
185. 5/1995 Approval to look into securing facilities for Georgia Area Assembly 1996. To bring back recommendation for Assembly's approval.
186. 9/1995 Reduce budgeted amount for coffee from \$1,300 to \$450 per year.
187. 9/1995 Delete budgeted amount of \$50 for Policy Committee.
188. 9/1995 Secretary will mail minutes to AWSC members only and that Newsletter Editor include minutes in the Newsletter.
189. 9/1995 To sign 1-year contract with Ramada Macon for 1996.
190. 9/1995 To negotiate for 1997 with Ramada Macon.
191. 9/1995 For Alateen or children under age of 18, a permission slip, medical release form and a supervising adult for that teen/child are required and should be turned in to the Alateen Coordinator and/or the Area Chairman to attend the Area Assembly.

192. 9/1995 DR is to be elected from the incoming, outgoing or active past GRs in his home district, as directed by autonomy of each District. If DR is current GR and desires to resign as GR, that group will elect a new GR. If DR resigns as GR he will have voice but no vote at Assembly but will have voice and vote at AWSC meeting.
193. 9/1995 The Georgia AI-Anon/Alateen Convention recommends that the Georgia Area Assembly accept this annual Convention as the Georgia Area AI-Anon/Alateen Convention with the understanding that the business functions of the Convention would remain the same and the Convention budget be kept separate. The Area Assembly would have a standing liaison from the AWSC on the Convention Committee as the guidelines from WSO and *Service Manual* suggest.
194. 1/1996 Decrease amount to \$175 per year for mailing of minutes.
195. 1/1996 Decrease Coordinators and Alternate Delegate expense to \$75.
196. 1/1996 Delete \$100 Directory Expense.
197. 1/1996 Add \$29 per year for one-time application fee (for bulk mailing rate) and increase printing expense to \$660 per year.
198. 1/1996 Decrease coffee budget to \$360 per year.
199. 1/1996 That the Area Assembly will form an ad hoc committee to study the current AFG of GA's prudent reserve. This will include a study of the financial feasibility of an Area Office. The Committee will include at least 2 past Delegates to provide history and original vision behind the recommendation of the reserve fund for an Area Office.
200. 1/1996 Chairman research alternatives for meeting space in Macon and surrounding area - granting latitude to negotiate contract thru 1998.
201. 1/1996 Place appropriate announcements/fliers at registration table and do not read at Assembly business meetings to conserve time.
202. 1/1996 The Treasurer selects 4 present or immediate past AWSC members (keeping in mind budget constraints) to serve a term on the Budget Committee concurrent with the Assembly Officers.
203. 1/1996 Area Assembly to adopt a Russian Group - specifically Kiev, Ukraine. Groups and individuals can write and contribute literature directly.
204. 1/1996 Ad hoc committee for Researching Reserve Fund for Area Office will be comprised of 2 past Delegates, current Delegate, current Chairman, current Treasurer, and 2 additional AWSC members drawn from volunteer pool.
205. 5/1996 Sign Contract for 1998 with Ramada.
206. 5/1996 Rent a storage space for one year, centrally located to Assembly, using money from the Area Office reserve to pay for said storage, and re-evaluate at the end of the year.
207. 5/1996 Take one year storage rent out of the \$500 Area Office Allocation for 1996 and deposit remainder in CD.
208. 5/1996 Change \$29 application fee to \$85 for newsletter for 3-year term.
209. 9/1996 To reimburse Institutions Coordinator for expenses over and above budgeted amount (plus district contributions) to complete Institutions mailing project.
210. 9/1996 Pay the expense of the three ad hoc committee members to serve on the Committee (who do not have a current budget).
211. 1/1997 No motions voted on.
212. 5/1997 Add to the Alternate Delegate's job description the responsibility of being Co-Chairman to Area Assembly in the event that the Area Chairman cannot be present.
213. 5/1997 Review resumes and vote for SE Regional Trustee in the AWSC meeting/affirm in Assembly business meeting.
214. 5/1997 Area 11-AFG of GA, Inc., shall have an Area Office that also serves as a literature depot and archive storage from day of actual opening for a six month trial period, to be reviewed by the AWSC at the end of the six months as to feasibility of continuation. Funding by Reserve Fund specially set aside - all funds available during initial six months.

215. 5/1997 To set up money market account to support an Area Office from Reserve Fund that is already set aside for Area Office.
216. 9/1997 In 1998, utilize the \$100 seed fund money (set aside for the SERSS) as seed fund money for the 1998 AI-Anon International Convention Hospitality Committee.
217. 9/1997 Pay expenses for past Delegate to attend this Assembly only to be available for questions regarding ad hoc committee.
218. 9/1997 Re-budget \$50 per year for the policy Committee.
219. 9/1997 The Area Assembly adopts the WSO "How the World Service Conference Operates" as procedures to be utilized in the AWSC and the Area Assembly business meetings.
220. 9/1997 Create the position of Area Office Executive Committee Chairman and the amended job description.
221. 9/1997 One time only, dispense with the reading of the May 1997 minutes.
222. 1/1998 Any matters involving money that needs to be paid should be sent direct to the treasurer.
223. 1/1998 Have the business meeting of the Georgia AI-Anon/Alateen Convention be included at the Area Assembly because the convention is under the umbrella of the Assembly.
224. 1/1998 Elect Co-Chairman for Convention to be held in September 1998 Assembly and said election to be open to all members present.
225. 1/1998 Sign contract with Ramada Conference Center in Macon for 3 years (with nominal increase).
226. 1/1998 Add \$80 to budget for Area Office Executive Committee Chairman.
227. 1/1998 Add line item for Area Office Executive Committee Chairman during trial period.
228. 1/1998 The \$200 set aside for SERSS be used toward expenses for Delegate to attend the AI-Anon International Convention in 1998.
229. 5/1998 Extend the trial period for the AI-Anon Central Service of Georgia Office to make it a three-year trial period. A vote of the Assembly at the end of the three-year period will then be taken to either end the trial period or close the office.
230. 5/1998 Move that Area Office Executive Committee Chairman trial period be extended for a three-year period to run concurrent with the Assembly elections in September.
231. 5/1998 Do not read minutes from previous Assembly. Correct and accept at Assembly.
232. 5/1998 Reimburse Area Office Executive Committee Chairman \$12 for flag centerpieces for the AI-Anon International Convention.
233. 5/1998 Conduct an Assembly inventory during the Area Assembly on Saturday evening during the September 1998 Assembly.
234. 9/1998 "Georgia on Track - Area 11 Newsletter" be official name of the Area Newsletter.
235. 9/1998 Duties of Forum Coordinator to be included in job description of Alternate Delegate.
236. 9/1998 Pay assembly expense to individual designated by Delegate to fill in for a coordinator.
237. 1/1999 Pay the annual full amount for the Delegate Equalized Expense to the WSC.
238. 1/1999 Increase the amount for the SE Regional Delegate's Get-Together to \$450.
239. 1/1999 Accept North Augusta "Under the Bridge" AFG to join Area 11.
240. 5/1999 Pay \$200 to the Area Office Executive Committee Chairman to attend the Regional Service Seminar in Iowa to participate in a special Information Service/ Literature Distribution Center workshop.
241. 5/1999 Recommendation that we implement the WSO Trial Structure by forming Four Standing Committees: Group Services, Fellowship Communications, Public Outreach and Membership Outreach. Officers, Coordinators, GRs, DRs and Past Delegates will all be assigned to a committee which will meet on Saturday each assembly. This will be done on a trial basis beginning next assembly through the end of the panel of officers.

242. 5/1999 Assembly schedule be amended to allow Standing Committees to meet during workshop time. GR workshop will be held during the AWSC meeting and a fun skit/report back time to be scheduled on Saturday following the Speaker meeting.
243. 9/1999 Amend job description of Newsletter Editor, newsletter to be mailed 3/15, 7/15, 11/15 of each year under Description #1.
244. 9/1999 Amend job description of Secretary to mail AWSC minutes within 45 days after Assembly.
245. 9/1999 Advance Alateens \$225 to cover deposit for trip. To be repaid.
246. 9/1999 Invite someone from WSO to speak at the January 2000 Assembly and pay expenses not to exceed \$600.
247. 9/1999 Approve extra \$10 to Alateen Coordinator for Operation Alateen.
248. 9/1999 Purchase a fireproof safe to be kept at the Area Office, not to exceed \$200 (cost to be split by Area Office and Assembly).
249. 1/2000 Increase budgeted amount for permit fee from \$85 to \$100.
250. 1/2000 Reimburse past Delegate (invited speaker) room expense for September Assembly.
251. 1/2000 Any invited Al-Anon guest expenses should be approved prior to invitation being extended.
252. 1/2000 Change the coordinator position of Directory Editor to Group Record Coordinator, and add to job description: "coordinate group records with WSO, the Area Office, Area Officers, and Coordinators."
253. 1/2000 At WSO suggestion, conceptual approval be given for the first Georgia Alateen/Alateen Sponsor get together to be called the Georgia Alateen/Alateen Sponsor Conference.
254. 5/2000 Add \$7 to budget for Group Records Coordinator, Annually.
255. 5/2000 On a 3-year trial basis, the Area World Service Committee meeting be moved from Assembly weekend to the 3<sup>rd</sup> Saturday of August, November and April. Meetings will be held at the Area office in Byron, GA. This will begin August 2000.
256. 9/2000 Al-Anon Central Services of Georgia be established as Georgia's Area Office on a continuing basis.
257. 9/2000 Establish the position of Area Office Executive Committee Chairman as an ongoing Area Officer position and change title to Area Office Chairman.
258. 9/2000 Alateen Liaison from Alateen Conference be a member of AWSC with voice and vote.
259. 9/2000 Area 11 submitted its nominee for SE Regional Trustee for term beginning in 2001.
260. 9/2000 In honor of 50-year anniversary of Al-Anon, a motion was passed that we authorize the printing of 500 color weekly planners for the year 2001, as recommended by the Group Service Action Committee. The planners will be sold to members only for \$3 each.
261. 9/2000 Pay Coordinators and Officers travel expenses to the AWSC meeting in August 2000. This will be based on 10 cents per mile.
262. 9/2000 The Restructuring Committee be continued until September 2001.
263. 9/2000 The Ad Hoc Assembly Restructuring Committee be chosen by drawing lots at the first AWSC meeting after elections. Chairman and Delegate are automatic members. There will be a total of 8 members.
264. 9/2000 On a 3-year trial basis, the AWSC meeting be moved from Assembly weekend to the third Saturday of August, November, and April. Meetings will be held at the Area Office in Byron, GA beginning August 2000.
265. 9/2000 New AWSC members take over at the November AWSC meeting.
266. 9/2000 Grant \$50 to the Alateen Coordinator for the October 2000 Alateen and Sponsor workshop.
267. 9/2000 A loan of \$225 is given to the Alateen Conference for a deposit on the facility where the conference will be held in 2001. It is understood that it will be paid back.

268. 1/2001 Vote by show of hands during this three-year term, except for Election Assembly.
269. 1/2001 Vote by 2/3 rather than simple majority.
270. 1/2001 The Assembly quorum shall consist of 2/3 of those GRs registered and attending the Assembly weekend.
271. 1/2001 Approve the budget and accept the Treasurer's report.
272. 1/2001 Increase revenue and expense budget of \$1,200 to include a line item for travel expenses to the AWSC meeting for only officers, coordinators and past delegates, based on ten cents per mile.
273. 1/2001 Treasurer's report not to be read line by line at Assembly business meeting. A summary only will be given.
274. 1/2001 Continue Action Committees on permanent basis at Assembly.
275. 1/2001 Districts to rotate Action Committees on a yearly basis, beginning January, 2002.
276. 1/2001 Add under additional responsibilities of Secretary and Newsletter Editor in the information booklet that 2 copies of minutes and newsletter be sent to Archivist Coordinator.
277. 1/2001 Area 11 to donate \$100 to Regional Service Seminar to be held in Hayes City, FL, March 30/31, April 1, 2001, and to increase revenue budget to cover expense.
278. 1/2001 Affirm AWSC vote to authorize Assembly Chairperson to negotiate and sign contracts with Ramada Inn for 2002, 2003 and 2004.
279. 5/2001 To present the Action Committee Report Back segments at the Sunday business meeting in order to provide information to a larger audience attending the Assembly, allotting 3-5 minutes for each of the 4 committees.
280. 5/2001 Recommendation that the September 2001 Assembly meeting set aside Saturday 7-9:30pm to have a special event and celebration of the 50<sup>th</sup> Anniversary of Al-Anon. It will include dessert, games, skits, speakers, and a birthday celebration.
281. 9/2001 Area enter into a 1-year contract with Quality Inn, based on the terms of their written bid, for the year 2002 with the possible negotiated exceptions: 1) 1 extra breakout room for registration and announcements tables; 2) 50-room minimum include Friday night stay.
282. 9/2001 Extend the ad hoc committee reviewing the structure of the Assembly through January 2002.
283. 9/2001 The Al-Anon/Alateen Convention Co-Chairman election be held during May Assembly business meeting starting May 2002.
284. 9/2001 Have convention fundraisers, as chosen by the Convention Committee, be available and sold at Assembly and Convention. Motion failed.
285. 1/2002 Increase Assembly expense for the Delegate by \$90 to equal \$240 due to hotel move.
286. 1/2002 Increase Equalized Expense for WSC by \$50 to equal \$1,650 to cover projected cost.
287. 1/2002 Increase total budget for the Newsletter by \$44 to equal \$1,395, and reallocate budget within Newsletter budget, due to projected cost of expenses no longer needed.
288. 1/2002 Create line item for Alateen Coordinator's budget for \$50 to cover projected cost related to special on-going school and professional projects.
289. 1/2002 Decrease Budget Committee's budget by \$75 to equal zero, due to change in meeting place. Therefore, expense no longer needed.
290. 1/2002 Decrease Policy Committee's budget by \$50 to equal zero, due to no expense for last 4 years.
291. 1/2002 Decrease coffee supplies/tax budget by \$100 to equal \$50, due to expense trends and revenue projections.
292. 1/2002 Decrease insurance budget by \$251 to equal \$949 due to actual expense contract.
293. 1/2002 Decrease AWSC mileage budget by \$675 to equal \$525 due to actual expense trends and revenue projections.

294. 1/2002 Create line item budget of \$300 for the 45<sup>th</sup> Alateen anniversary in 2002 only.
295. 1/2002 Decrease Reserve/Contingency budget by \$494 to equal \$51, due to revenue projections.
296. 1/2002 Adjust revenue and funds carried forward as follows, due to actual and historical trends. Group contributions (\$1,400) decrease; District contributions \$600 increase; Newsletter subscription (\$35) decrease; Interest Income \$125 increase; funds carried forward (\$500) decrease
297. 1/2002 Increase 2001 budget for Newsletter by \$58.18 to cover actual cost. Reallocate funds from the reserve/contingency.
298. 1/2002 To approve proposed Assembly schedule. Motion failed.
299. 1/2002 Change the Georgia Area Assembly election procedure to: "Only outgoing GRs vote for incoming delegate and officers from among the outgoing DRs or any member who has served a 3-year term as DR and still attends Area Assembly regularly."
300. 5/2002 Revise the Assembly schedule to include an opening session on Saturday prior to workshops to include only non-voting business.
301. 5/2002 Allow the Area Chairperson to pursue a contract with Quality Inn through 2004.
302. 5/2002 The Alateen Representative from the Alateen Conference (a one-year term) be a member of the AWSC with voice and vote.
303. 5/2002 Elect the Chairman for the Alateen Conference for 2003 at this May Assembly.
304. 9/2002 Accept and approve the contract proposals from Quality Inn for the Area Assembly meetings in 2003 and 2004.
305. 9/2002 The Georgia Area Assembly issues a resolution of support for the Atlanta, GA bid to host the 2008 Al-Anon International Convention.
306. 9/2002 Increase Alateen anniversary celebration expense and revenue budget by \$200 to cover additional costs. Costs will include speaker and miscellaneous expenses. Total budget will be \$500.
307. 9/2002 Recommendation that the boxes of group records stored by WSO be sent to the Al-Anon Central Services of Georgia to the attention of the Area Archivist. That the Area Assembly pay mailing expenses for the receipt of these records at \$32 a box, increasing revenue and expense budget by \$96. Districts that would like copies of their district's group records will be responsible for providing volunteer and cost of copying the records.
308. 9/2002 Provide approval for an Area Web Page as outlined in the WSO guidelines and using the templates provided by the World Service Office. Site and domain name will not include any affiliation with outside entities. Establish revenue/expense budget not to exceed \$600 for 2003 budget.
309. 9/2002 Elect Alateen Conference Co-Chair at September 2002 Assembly. Then start electing Co-Chair at every May Assembly.
310. 9/2002 Georgia Area 11 Assembly issue a resolution of support for the Columbus, GA bid to host the 2004 SERSS.
311. 1/2003 Chairperson will have authority and responsibility to set the schedule for Assembly meetings. All future changes to meeting content to be approved by Assembly; scheduling to be done by the Chairperson.
312. 1/2003 Establish line item expense budget for the 2008 Al-Anon International Convention bid, not to exceed \$200. Funding to be transferred from existing revenues.
313. 1/2003 AWSC vote to move the April meeting to 4/12/03.
314. 5/2003 AWSC be moved permanently from Assembly to Area Office on third Saturday of August, November and April (ending the 3-year trial period).
315. 5/2003 Action Committees be co-chaired by the Coordinators: Public Outreach - Public Information, Cooperating with the Professional Community, Institutions; Fellowship Communications - Literature and Forum; Group Services - Alateen, Group Records, Membership Outreach - Newsletter Editor, Archivist. This will be effective January 2004.

316. 5/2003 The Area Information Booklet be printed by the previous Archivist to be given out by the incoming Archivist at the first January Assembly of the new term.
317. 5/2003 Accept updated job descriptions (Area Officers/Delegate) as provided.
318. 5/2003 Establish a budget in the amount of \$175 for Public Outreach Action Committee Handbook Project. Revenue to come from available funds carried forward.
319. 5/2003 Establish one time budget of \$200 to complete a Fellowship Communication Action Committee project. Revenue to come from current funds carried forward.
320. 9/2003 Only outgoing GRs vote for incoming Delegate and officers, from among the outgoing DRs or any member who has served as DR and still attends Area Assembly regularly.
321. 9/2003 Have an Area Inventory once each term within the second year, with budget to be addressed for year of inventory.
322. 9/2003 Have a speaker from WSO once every term to be coordinated by the Alternate Delegate in the third year of the term and a line item be added to the expense budget of \$500.
323. 9/2003 Increase budget for Area Information Booklet by \$200 to cover any increased cost in printing.
324. 1/2004 Create line item to contribute \$100 to the SERSS – Fund to come from funds carried forward.
325. 1/2004 The Area Assembly will vote by show of hands with exception of election Assembly, which will utilize written ballot for elections of officers 2004-2006 assemblies.
326. 1/2004 For 2004-2006 Area Assemblies motions will require 2/3 vote of the eligible and registered representatives present for approval.
327. 5/2004 Accept and Execute contract from Quality Inn for 2005, 2006, and 2007 Area Assemblies as presented by Area Chairperson.
328. 5/2004 Create a budget line item for the Alateen Committee to retain an attorney at a cost of \$2,500 to comply with WSO's requirements for continuing Alateen in the Area. It is further recommended that we make a special appeal to the groups to raise these funds as sufficient budgeted funds are not available to fund this request. In the event we do not receive the full amount needed, budget adjustments may be required.
329. 5/2004 1) The initial motion presented for consideration to the September 2004 Area Assembly be limited to only the satisfaction of the six requirements identified in the minimum safety and behavioral requirements of the Board of Trustees motion of December 8, 2003 and to requirements necessitated by Georgia law. 2) Each additional Area requirement, or recommendation, be presented for individual consideration as separate motions.
330. 9/2004 A motion is made to increase the budget allowance for the newsletter printing and mailing by \$550 as the cost of mailing has increased.
331. 9/2004 That we adopt the six minimum requirements from the Board of Trustees.
332. 9/2004 That we change 1b to "be at least 23 years old."
333. 9/2004 That we change 1c to: "have at least two years in Al-Anon in addition to any time spent in Alateen, six months of which must be in Georgia Al-Anon."
334. 9/2004 That background checks for Al-Anon Members Involved in Alateen Service (AMIAS) (based on the advice of an attorney - even if such background checks are limited to felony convictions) be performed.
335. 9/2004 To require fingerprint background checks on an annual basis for Al-Anon Members Involved in Alateen Service. That they be performed at the direction of the Area Alateen Process Person (AAPP) with authority to use the most efficient process to accomplish this task.
336. 9/2004 That the duties of the Area Alateen Process Person (AAPP) be added to the job description of the Alternate Delegate at least through December 2006.

337. 9/2004 That the responsibilities of the Area Process Person (AAPP) be evaluated at the April AWSC in 2006 to determine whether to assign to the Alternate Delegate or to create an additional officer position.
338. 9/2004 That we adopt the following forms: "Al-Anon Member Involved in Alateen Service," "Area Alateen Process Form," "Alateen Registration/Group Records Change Form," "Al-Anon Member Involved in Alateen Service Annual Certification Service" form, "Al-Anon Member Involved in Alateen Service Status Change Form."
339. 9/2004 That we adopt the "Georgia Alateen Permission/Medical/Driving Form."
340. 9/2004 To create a Budget line item of \$1,000 to cover the cost of background checks for current and new Al-Anon Members Involved in Alateen Service (AMIAS) through the end of 2004.
341. 1/2005 Create a budget for Content and Premise liability insurance for the Area Office in the amount of \$350, funds available from contingency.
342. 1/2005 Print a booklet that defines operating and voting procedures for both AWSC and Assembly.
343. 1/2005 Area 11 conduct an Area inventory.
344. 1/2005 That in keeping with right of decision guaranteed to our trusted servants by our Concepts of Service we, as a body, accept and endorse the changes submitted by our AAPP to our Alateen Requirements. The following 3 sections are approved as a part of this motion, giving details about the motion:
- Section 1:* The following changes be incorporated into the Georgia AFG, Inc. - Area 11. Minimum Safety as Behavioral Requirements:  
 Item 3: "must" be removed from sentence  
 Item 4: "must" be removed from sentence  
 Item 5: "must contain" be replaced with "include"  
 Item 6: "must be" be replaced with "have been"
- Section 2:* The following changes be incorporated into the Georgia AFG, Inc. - Area 11 Minimum Safety and Behavioral Requirements:  
 Title/Heading- "For Al-Anon Members Involved in Alateen Service and Alateens" be added at the end of the original heading.
- Section 3:* The following changes be incorporated into the Georgia AFG Inc - Area 11 Minimum Safety and Behavioral Requirements:  
 Item 1: "Every Al-Anon Member Involved with Alateen Service must:" be replaced with: "Every Al-Anon member directly responsible for Alateens while being of service to Alateens (including, but not limited to Alateens (including, but not limited to, sponsors, conference or event chaperones, and transportation providers) must:"
345. 5/2005 Motion to transfer budget funds as follows: From other expense/reserve to Corp. Registration Fees - \$45; from other expense/Reserve to Insurance - \$34. The budget was set @ \$15 for Corp. Registration and \$949 for insurance and the fees for these items were changed and are not in our control.
346. 9/2005 The Area requirements for Al-Anon Members Involved in Alateen Service (AMIAS) be amended such that subsequent annual background checks for AMIAS who have previously undergone an acceptable fingerprint background check in Georgia consist of a search of both the GCIC and NCIC databases only.
347. 9/2005 Increase the budget for background checks for AMIAS from \$1,000 to \$2,300 for 2005. Funds will be taken from excess revenues to cover this increase.
348. 9/2005 Adjust the 2005 Area Office expense budget for contract labor by \$800. Funds are available from Shipping and Handling (\$300), Executive Committee expense (\$300) and contingency (\$200).



349. 9/2005 To amend AAPP ad-hoc committee motion (see following motion). Amend motion that says "Three AWSC members to be chosen by current AAPP" to read "up to three voting members of the Area Assembly to be chosen by current AAPP...."
350. 9/2005 Recommend a short-term ad hoc committee to review and submit recommendations for AAPP and background checks for vote on decision by May 2006 Assembly. Members to include Area Delegate, Area Chairperson, AAPP, Alateen Coordinator, and up to three voting members of the Area Assembly to be chosen by current AAPP, who will also serve as chairperson.
351. 1/2006 Create a coordinator position for Webmaster beginning January 2007.
352. 1/2006 Move Carroll County groups from District 16 to District 15.
353. 1/2006 Motion made to increase the budget for income (group contributions) for 2006 by \$500. This \$500 would be used to purchase a filing cabinet for the archives. The cabinet would be housed in the Area Office.
354. 1/2006 Allocate \$500 to be used to consult a tax attorney to get clarification on the requirements for filing on income reporting for the Area Office, Assembly, convention, and Alateen Conference. The consultation will be done by one representative from the Assembly officers and one representative from the Area Office.
355. 1/2006 Form an ad hoc committee to compile recommendations stemming from the September 2005 Area inventory to be presented at the April 2006 AWSC.
356. 1/2006 Georgia Area submit a bid proposal for WSO for the 2007 service seminar.
357. 5/2006 *Resolved*, by Georgia AFG, Inc., that: The Georgia Area Assembly create a new coordinator position titled 'AAPP (Area Alateen Process Person) Coordinator.' The new position be treated as all other Area Coordinator positions as documented in the current Area Information and Archives Booklet and current Al-Anon/Alateen Service Manual (P24/27). The AAPP Coordinator assume the responsibilities of the Area Alateen Process Person effective January 1, 2007 upon selection by the Panel 47 Area Delegate and certification as an AMIAS for a trial period of three (3) years.

Qualifications for those eligible to serve as the AAPP Coordinator include:

1. Not a dual member as a past or present member of A.A. (per page 140 of the current Al-Anon/Alateen Service Manual (P24/27)), and
2. The ability to qualify as an AMIAS and the commitment to become certified as an AMIAS upon selection as a Coordinator and prior to assuming the Coordinator responsibilities.

Recommended criteria for those willing to serve as the AAPP Coordinator include:

1. a basic understanding of the Traditions and Concepts, and how they work,
2. the ability to work and communicate well with others, and
3. good organizational skills and attention to detail with respect to recordkeeping, deadlines, and correspondence.

The current general responsibilities, as determined by the Area Assembly, documented by the current AAPP, and included as the "Responsibilities of Area Alateen Process Person (AAPP)" (Attachment A), be adopted by the Area Assembly and included and maintained in the Area Information and Archives Booklet. The section of the Area Information and Archives Booklet currently titled "Officers and Coordinators – Georgia Area Assembly" is the appropriate location to initially document said responsibilities. These responsibilities may be amended from time to time. The qualifications for eligibility and recommended selection criteria for AAPP Coordinator also be included in the same section as the current responsibilities in the Area Information and Archives Booklet. Any future approved changes and amendments to the a) qualifications for those eligible to stand, b) recommended selection criteria, or c) current responsibilities, also be included and maintained in the Area Information and Archives Booklet in subsequent printings.

Two new permanent line items be added to the Area annual budget. The purpose of these line items is to reimburse appropriate expenses for the AAPP Coordinator, including, but

not limited to, participation at Area Assembly meetings, and copying, mailing, telephone and/or other expenses. (The cost of travel to and from AWSC meetings is currently budgeted and approved for all AWSC members through a mileage allowance.) The Assembly Expenses line item for the AAPP Coordinator will be for the current amount of Assembly Expense allocated to individual officers and coordinators and the Allowance line item will be for \$75.

## **ATTACHMENT A**

### **Responsibilities of Area Alateen Process Person (AAPP)**

Responsibilities as Area Alateen Process Person (AAPP):

1. Serves as Area's designated Alateen contact with the WSO Group Records Department regarding Alateen forms.
2. Collaborates with Alateen and Group Records Coordinators concerning distribution and submission of Alateen forms and WSO Group Records reports.
3. Certifies, to the best of their ability and as determined by the Area's approved minimum requirements, Al-Anon Members Involved In Alateen Service (AMIAS) for eligibility to serve in that capacity.
4. Facilitates the annual recertification process for the Area with WSO Group Records Department.
5. Distributes information regarding the processes for certification and recertification to the Area and responds to any related questions.
6. Develops and maintains relationship with third-party agency responsible for performance of required background checks including, but not limited to, annual agreements, negotiated costs, regular status reports, and any process or minimum requirements questions.
7. Responds to requests for information, as appropriate, from Area members.
8. Communicates with AMIAS regarding any change in their status, any related WSO information such as WSO ID numbers, or any requests for updates to AMIAS information.
9. Maintains current information for all Alateen groups and AMIAS as well as processing any changes or updates to related information.
10. Responds to requests from WSO Group Records Department whenever there are changes to information not routed through the AAPP.

Additional Responsibilities as Area Alateen Process Person (AAPP):

1. Attends Area Assemblies the third weekend in January, May and September, and AWSC meetings the third weekends in November, April, and August with a prepared report.
2. If unable to attend any of the above, has someone deliver report or sends report to the Area Delegate.
3. Co-chairs Group Services Action Committee with Alateen, Archivist, and Group Records Coordinators.
4. Maintains updated records, including such things as contact lists, information received from WSO and other agencies, documented procedures and processes, lists of Action Committee projects, etc., such that these records may be passed on to the next Coordinator.
5. Submits related articles for publication in each Area Newsletter.

NOTE: While this position is responsible for the certification of AMIAS and Alateen groups, it is primarily concerned with record keeping and communication. It does not necessarily require direct interaction with, or direct responsibility for, Alateen members.

358. 5/2006 Two new line items be added to the Area Annual 2006 budget to reimburse appropriate expenses for Al-Anon Representative to the 2006 A.A. Prepaid Convention. The first be for \$160 to Georgia Assembly attendance and participation and the second be for \$75 to cover other related expenses. Income line item to be increased by \$235.
359. 5/2006 A new line item be added to Area Annual 2006 Budget to reimburse appropriate expenses for Al-Anon Representative to 2007 A.A. Prepaid Convention. The amount be \$75 to cover related expenses other than Area Assembly participation. Income line item to be increased by \$75.
360. 5/2006 Increase the income line for the Assembly Income by \$534 to fund the \$500 that was approved at the last Assembly for the tax attorney fees and to cover a clerical error whereby the insurance budget was set at \$949 and should have been \$983.
361. 5/2006 To authorize the Area Office Chairperson to take lead role in the process of obtaining and submitting information to an accountant and to solicit assistance from current AFG of GA, Inc. Treasurer, Central Services of Georgia Treasurer, and current and past Convention/Conference Chairpersons.
362. 5/2006 To utilize the current budget line item set aside for tax attorney (see Motion #354) to consult and enter into agreement with certified accountant who is knowledgeable in non-profit federal reporting. That we obtain and submit adequate documentation (AFG of GA, Inc.; Area Central Services; Georgia Al-Anon/Alateen Convention/Conference records for a thorough review, and allow accountant to ascertain the best approach to take for correction of past federal reporting issues to include above noted entities. Then take appropriate action that he/she recommends.
363. 5/2006 Move that the AWSC send to the Policy Committee the charge of establishing a protocol for conducting a standard order of business for Area 11.
364. 5/2006 Pay Area Webmaster a one time amount of \$150 to set up the website to have dynamic viewing. Funds to be reallocated from Alateen Coordinator's Assembly expense.
365. 5/2006 In an effort to simplify Election Assembly to be held September every three years, this motion is being made to restructure the weekend, by moving the business portion to Saturday, cancelling standing workshops as necessary, devoting Sunday to election proceedings only.
366. 5/2006 Create a new Expense line item for Area Office budget office equipment in the amount of \$1,400 to replace outdated and slow office equipment, i.e., computer, printer etc. Funds are available from higher than budgeted donations, sale of literature and funds carried forward.
367. 9/2006 Allocate \$87.50 of money set aside for Delegate. Actual WSO amount to the following: \$15.03 to Alternate Delegate expense for WSO visitor. \$72.47 to Alternate Delegate Assembly expense for May. This was necessary for covering extra expenses due to WSO visitor expenses. The \$87.50 is available since WSO reduced the amount due for the delegate by \$120.
368. 9/2006 Increase amount allocated to tax accountant from \$500 to \$4,500 (increase of \$4,000) to cover cost of filing tax returns for AFG of GA, Inc., Area Office, Alateen Conference and Al-Anon/Alateen Convention for the past 7 years and to cover cost of having tax accountant represent us in appeal to the IRS regarding penalties. The funds would come from underutilized expenses of AFG of GA, Inc.
369. 9/2006 Payments due to website domain service provider and website hosting service provider will be electronically withdrawn from the Assembly bank account.
370. 9/2006 To continue the established process from tax year 2007 forward to file a single federal tax return to include the following entities: AFG of GA Inc., Area Office, Al-Anon/Alateen Convention and Alateen Conference.
371. 9/2006 Add paragraph to Treasurer job description to describe process for working with the four entities (AFG of GA. Inc., Area Central Services, GA Al-Anon/Alateen Convention, and GA Alateen Conference) to establish due dates and coordination of tax documentation

to meet AFG of GA, Inc. deadlines for filing taxes. Description should be written by Area Treasurer.

372. 9/2006 Policy Committee be charged with researching prior policies established for groups requesting to change Districts and make recommendations of any change or create policy as needed.
373. 9/2006 Move that a person is elected as Delegate, Alternate Delegate, or Assembly Officer when he or she receives 2/3 of the vote.
374. 9/2006 Based on the accountant's recommendation appoint 2004-2006 Area Office Chair, 2004-2006, 2004-2006 Area Office Treasurer, 2004-2006 Area Treasurer, and the 2007-2009 Area Treasurer as the Area Tax Force Group to see to the completion of all tax filings though tax year 2006.
375. 1/2007 Move that quorum be 2/3 of those GRs registered and attending the Sunday morning business meeting.
376. 1/2007 Move that voting be by show of hands with the exception of the September Election Assembly, which will be by written ballot.
377. 1/2007 Move that motions require a 2/3 substantial unanimity in order to be approved.
378. 1/2007 The following paragraph is proposed to replace the final paragraph of the current list of duties and responsibilities of the Treasurer of AFG of GA, Inc. "While the Area Office, the Area Convention and the Alateen Conference each have their own treasurers, it is the responsibility of the Treasurer of AFG of GA., Inc. to ensure that the treasurer of each of these entities is given appropriate information and training so that they are able to maintain records required for filing of appropriate tax returns each year. The Treasurer of AFG of GA., Inc., working with information from the tax accountant, will set the date for the proper reports to be submitted to the Treasurer of AFG of GA., Inc. The Treasurer of AFG of GA., will coordinate these reports and turn them over to the tax accountant for filing in a timely manner to allow filing of returns before federal deadline. The current deadline for filing these appropriate reports is May 15<sup>th</sup> each year."
379. 1/2007 To amend the 2007 Revenue and Expense Budget to include unexpended balance from the 2006 budget. (\$3,780 in expenses carried forward.)
380. 1/2007 That the 2007 Area Revenue and Expenses budget be amended to include a \$100 expense line item to contribute seed money to the 2007 SERSS. Funds to be made available by reducing Group Records Coordinator Assembly Expense by \$80 and Delegate's Expense Fund to WSC by \$20. (This item overlooked in previous budget; not an increase in budget.)
381. 5/2007 The Area Office requests Assembly approval to disburse, as a one-time contribution, \$1,500 to the Assembly funds carried forward from 2006.
382. 5/2007 Move to amend the text of item 7 of Area 11 (AFG) Minimum Safety and Behavioral Requirements for Al-Anon Members Involved in Alateen Service (AMIAS) and Alateens as follows: Strike out "Initial background checks will be fingerprint-based while subsequent annual background checks will be on-line" and insert "Initial background checks will be two-fold. Provisional eligibility to serve would be granted upon acceptable results from an on-line criminal background check and the submission of fingerprints for a fingerprint-based criminal background check. Subsequent annual recertification background checks will be on-line only."
383. 5/2007 Approve contract as proposed by Quality Inn so that the Area Assembly will continue to be held there until 2008.
384. 5/2007 Appoint an ad-hoc committee to review meeting location alternatives for Area Assembly after 2008. Ad-hoc committee will be chaired by Stephanie and 4 members will be picked by Stephanie.
385. 9/2007 1) Update the district assignments for those groups in Area 11 that are incorrectly assigned such that they will be in the correct district based on existing geographical boundary lines. (This recommendation does not include South Carolina group currently participating in Georgia.) 2) Incorporate the verification of correct district assignment (based on geographical

- boundary lines) for new group registrations, returned by WSO to the Area, into the Group Records Coordinator's responsibilities.
386. 9/2007 To amend Motion 4 (#385) to take effect beginning at next term of office. Motion failed.
  387. 9/2007 Create an expense line item for 2007 budget for Site Ad Hoc Committee amount of \$250, made available by reducing by \$125 each line item under Delegate: Expense Fund WSC and SE Delegate Meeting.
  388. 1/2008 Assembly cancelled due to inclement weather.
  389. 5/2008 Implement supplemental AI-Anon Members Involved in Alateen Service (AMIAS) form for initial certification.
  390. 5/2008 Fundraising be allowed at Assembly for the AI-Anon/Alateen Convention and the Alateen Conference.
  391. 5/2008 That the Area Assembly relocate to the Holiday Inn-Forsyth, beginning with the January 2009 Assembly. Failed.
  392. 5/2008 Table Motion 7 (#390). Failed.
  393. 5/2008 Assembly will renew our contract with Quality Inn for 3 more years, 2009, 2010, and 2011. Failed.
  394. 5/2008 Negotiate contract with Quality Inn for 1 year, 2009.
  395. 9/2008 Move to explore the possibility of submitting for a bid for the Area to host an Alateen Advisory Committee meeting in 2009. If deemed appropriate by Area Alateen Coordinator, Area Alateen Process Person, Area Delegate, and Area Chairperson, prepare and submit bid to WSO prior to January 2009 deadline.
  396. 1/2009 Accept September 2008 Assembly minutes with one clarification: "New Business, WSO Alateen Advisory committee: This committee plans to hold 3 meetings in 3 different regions annually...."
  397. 1/2009 Accept Area 11 Treasurer's 2008 report as presented.
  398. 1/2009 Move to consolidate, clarify and replace motions referenced by numbers 98, 100, 108, 110, and 176 in the Area 11 Information and Archives Booklet, January 2007, that the ample reserve be increased from \$5,000 to \$12,500.
  399. 1/2009 Move to amend the 2009 budget to increase the contingency fund from \$500 to \$3,000. Increase to be used to supplement the existing CD amount of \$9,940.95 to cover the increase in the ample reserve. Funds to come from 2008 funds carried forward.
  400. 1/2009 Move to amend the Treasurer's job description to replace item #4. The Treasurer invests the one-year operating reserve in a safe security with the best possible yield with #4. The Treasurer invests the ample reserve in an FDIC insured institution. The money shall be placed into multiple CD's that mature at different times within a 12-month period.
  401. 1/2009 Move to deviate from due process for 1 (one) time only to elect candidates from Area 11 for SE Regional Trustee at this January 2009 Assembly.
  402. 1/2009 Move that all the resumes be read by one person who is not the candidate and that they be referred to as Candidates A, B, C, D instead of name so that it is based on the candidates' qualifications instead of personalities. Failed.
  403. 5/2009 Standardize Area 11 financial software as Quickbooks On-Line.
  404. 5/2009 Increase Alateen Background Check line item to \$800. Take \$300 from Contingency Fund and \$500 from Increased Revenues.
  405. 5/2009 Accept Area Office Treasurer's end-of-year financial report for 2008.
  406. 5/2009 Accept Area Office Treasurer's financial report for 2009.
  407. 5/2009 Change the Area Assembly agenda and schedule to add Alateen Sponsor training at the same time as the Action Committee meetings. (Continue the Alateen Sponsor-to-Sponsor meeting to allow time for additional sponsor-to-sponsor sharing.)
  408. 5/2009 Change the job description of the Alateen Coordinator by replacing "2. Co-Chair Group Services Action Committee with AAPP, Archivist and Group Records Coordinators" with "2. Chair the Alateen Sponsor Training meeting."

409. 5/2009 To place newsletter on Georgia AI-Anon web site and discontinue printing and mailing of newsletter. Newsletter deadlines will remain the same. Notification (via email) when the newsletter is posted to the website and ready for viewing. A one-time letter will be mailed to all newsletter subscribers notifying them the newsletter is now available on-line and the website address provided. For a trial period of 3 years.
410. 5/2009 Discontinue Action Committees at the Area level and use that time slot on the Assembly agenda for service workshops or other pertinent business that is necessary for a 3-year trial period beginning in September 2009. Amended to begin January 2010 because of May 2006 motion "to restructure (election) weekend by moving the business portion to Saturday, canceling standing workshops as necessary, devoting Sunday to election proceedings only.
411. 5/2009 Renew contract with Quality Inn for 2010. Tabled until September Assembly.
412. 5/2009 Alternate Delegate to take issues and concerns identified by the GRs and DRs in the Area Assembly Inventory follow-up discussion to the August AWSC for AWSC to move forward to implement a plan of action to address the items prioritized.
413. 5/2009 Per Motion #213, the AWSC reviewed the resumes of two candidates to be submitted by Area 11 for consideration by the WSO Nominating Committee. Chris R. elected as primary candidate, JP M. elected as alternate.
414. 9/2009 That, at the discretion of the Area Office Chairperson, the treasurer of the Area Office be permitted voice limited to Area Office financial reports, but no vote, at AWSC and Area Assembly. Any related expenses will be covered by the Area office.
415. 9/2009 That AWSC recommend the Holiday Inn-Forsyth for consideration as the Area Assembly meeting location alternative beginning in 2010 for a trial period of three (3) years.
416. 9/2009 If no candidate has a clear 2/3 majority after several ballots, a final vote will be taken and the candidate with the simple majority will be elected.
416. 1/2010 That the 2009 Budget versus Actual Financial Report be accepted as presented pending final input from our accountant/tax advisor.
417. 1/2010 That the Area Assembly (Assembly) adopts the following as part of its operating protocol: a) Quorum required to conduct Assembly business is 2/3 of those Group Representatives registered and attending each Sunday morning business meeting of Area Assembly; b) Voting method, by default, is a show of hands, with the exception of Area Officer elections which will be by written ballot; c) 2/3 of the votes cast, in the affirmative is the substantial unanimity required to carry any main motion; and d) General Consensus may be used as appropriate in the conduct of business.
418. 1/2010 Allow Area Chair the flexibility to choose the topics of the Assembly workshops from suggestions consolidated through AWSC.
419. 5/2010 Add a new 2010 budget line item to cover expenses for any current or future 2010 committees and thought/task forces in the amount of \$135.50. The money for this new line item will be the unused remainder (\$135.50) of the SE Delegate Meeting line item which will be adjusted accordingly.
420. 5/2010 Correct 2010 Area Office Budget as follows: increase contingency from \$1,827 to \$5,142 to reflect excess in funds carried forward.
421. 9/2010 a) AWSC/Assembly mileage expense be reduced to \$.20 per mile and the line item increased to \$2,000; b) Reduce Treasurer Contingency Fund in the 2010 Budget from \$1,500 to \$500.
422. 9/2010 That the updated recommendations of the AWSC Task Force on Area Assembly Inventory Guidelines, as approved by the AWSC, be adopted by the Area Assembly.
423. 1/2011 Reallocate \$85 from the Treasurer's Contingency Fund to Miscellaneous Meeting Room Expense and \$200 to Miscellaneous Accountant Expense.
424. 1/2011 That the Area Assembly adopt the recommendations of the Thought Force on TEAM Event for Georgia, as presented.
425. 1/2011 That the Area Assembly adopt the presented Policy and Procedure Manual for

Area Assembly.

426. 1/2011 a) Increase Other Income-Funds carried forward by \$8,649.33 for a total of \$11,619.33; b) Increase Alternate Delegate Area Inventory expense by \$75 for a total of \$425; c) Increase Miscellaneous-Account expense by \$600 for a total of \$1,600; d) Increase Miscellaneous-Corporate Registration Fee by \$20 for a total of \$50; e) Increase Miscellaneous-Insurance by \$980 for a total of \$1,960; f) Increase Miscellaneous Meeting Room expense by \$255 for a total of \$1,755. Motion passed unanimously.
427. 5/2011 Add a new line item "TEAM Event" to the Area Budget Report.
428. 5/2011 Correct the 2011 budget line item Funds Carried Forward by an increase of \$92 (due to outstanding check from 2010).
429. 5/2011 Increase the Treasurer's Contingency Fund by \$92 (for re-issuing check from previous motion).
430. 5/2011 Reallocate \$1,538 from Treasurer's Contingency Funds as follows: \$1,000 to TEAM Event; \$26 to Miscellaneous Insurance; \$330 to Print Directory; \$92 to Chairman's Assembly Expense; \$90 to Area Inventory Expense. Motion passed as presented unanimously.
431. 9/2011 The 2011 Budget increase the Delegate Full Expense to WSC from \$2,000 to \$2,210. Funds will be reallocated in the amount of \$210 from Miscellaneous Coffee, decreasing Miscellaneous Coffee from \$300 to \$90 and increasing Delegate Full Expense to WSC from \$2,000 to \$2,210.
432. 9/2011 That the Area's Budget Committee be renamed "Finance Committee."
433. 1/2012 Minutes from September 2011 Area Assembly accepted with two changes by general consent. Alternate Delegate Report: Mary G. current status changed from Trustee at Large to Member at Large of the Executive Committee. New Business: Lois B. from Dalton instead of Cartersville.
434. 1/2012 That the 2011 Budget be adjusted by: a) Alternate Delegate: Add line item "WSO Guest" in the amount of \$195; and b) Delegate – WSC Expense: Decrease amount by \$195 from \$500 to \$305.
435. 1/2012 That the Area Assembly accepts the recommendations of the Thought Force to Evaluate Effectiveness of Alateen Within Georgia.
436. 5/2012 That the Area Assembly accept the recommendation of the Thought Force to review Public Outreach structure, communication and effectiveness as follows: a) for a three (3) year trial basis, beginning January 1, 2013, Al-Anon Family Groups of Georgia restructure the current Public Outreach from three coordinators to one coordinator who selects a Public Outreach Support Committee consisting of members from throughout the Area; b) the new structure will be reviewed at the April 2015 AWSC for its effectiveness.
437. 5/2012 That the 2012 Budget be adjusted by: a) Alternate Delegate WSO Guest: decrease amount by \$1,003.05 from \$1,500 to \$496.95; b) Treasurer Contingency Fund: Increase by the amount of \$1,003.05 from \$1,500 to \$2,503.05.
438. 5/2012 That the Area purchase an overhead projector at a cost of \$300 - \$700 to be paid out of the Contingency Funds.
439. 9/2012 That the Area execute a 4-year agreement with the Macon Marriott. Motion failed.
440. 9/2012 That the Assembly accept the Macon Marriott City Center proposal for the Area Assembly meeting location.
441. 9/2012 That the Assembly adopt the updated Area 11 Minimum Requirements for AMIAS (changes indicated by underline). Every Al-Anon member directly responsible for Alateens while being of service to Alateens (including, but not limited to, sponsors, conference or event chairpersons, and transportation providers) must:
- Be an Al-Anon member regularly attending Al-Anon meetings.

- Be at least 23 years old.
  - Have at least 2 years in Al-Anon in addition to any time spent in Alateen, six months of which must be in Georgia Al-Anon.
  - Not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
  - There must be at least one Alateen sponsor at every Alateen meeting (two are recommended).
  - The Area requirements prohibit overt or covert sexual interaction between any adult and Alateen member.
  - The Area requirements prohibit conduct contrary to applicable laws.
  - The Area requirements include procedures for parental permissions and medical care when applicable.
  - The Area requirements have been reviewed by local legal counsel.
  - That background checks for Al-Anon Members Involved in Alateen Service (AMIAS) be performed (limited to felony convictions) on an annual basis at the discretion of the Area Alateen Process Person (AAPP) with authority to use the most efficient process to accomplish this task. Initial background checks will be fingerprint based while subsequent annual background checks will be electronic.
  - Prospective AMIAS will complete a one-time new AMIAS training prior to becoming certified. AMIAS seeking recertification will need to complete 6 service hours, in addition to meeting the above requirements, in order to qualify for recertification.
442. 9/2012 That the Assembly accept the report and adopt the recommendations of the AWSC Task Force on Area Public Outreach Structure on a 3-year trial basis (to be reviewed at the April, 2015 AWSC). Those recommendations are:
- a) Implement the structure and job responsibilities as outlined in the report.
  - b) That the Public Outreach Coordinator has the same budget for Assembly expenses as other coordinators and \$75 for coordinator expenses.
  - c) A new line item, Public Outreach Projects, be added to the Area Budget in the amount of \$750.
  - d) Utilize feedback forms for evaluating the success of the new Public Outreach structure.
443. 9/2012 That the Assembly move the report on Area Inventory Tangibles and Intangibles to the January 2013 Assembly agenda.
444. 1/2013 That funds carried forward at year end 2012 in excess of \$10,000 be moved into a money market account for anticipated expenses.
445. 1/2013 That AFG of Georgia, Inc. purchase one insurance policy with Directors and Officers Insurance in the amount of \$2,000,000, which includes Employees Practices Policy inclusive of 3<sup>rd</sup> Party Liability, General Liability Insurance, Business Personal Property Liability, not to exceed \$3,000.
446. 1/2013 That the AWSC Task Force on Alateen Effectiveness Report be accepted and the recommendation for AMIAS Compliance Review Process be implemented. Alateen Effectiveness and Thought Force Recommendation C: Development of a Decertification Process: AMIAS Decertification Process renamed AMIAS Compliance Review Process. Decertification Committee renamed Alateen Safety Committee; and added Area Secretary to the committee as a legal entity within Area 11. The Alateen Effectiveness Thought Force recommendation for the AMIAS Compliance Review Process to be implemented: Provides a process, once a report is submitted, and ensures safety and anonymity of Alateens and Alateen sponsors.
447. 5/2013 That the Area accept the Macon Marriott contract for 2014, 2015, and 2016.
448. 5/2013 That the 2013 Area budget be adjusted by (a) Committees: Add the line item "Legal Fees" in the amount of \$5,000; and, (b) Group Contributions: Increase by \$5,000 from \$8,638 to \$13,638.



449. 5/2013 That the 2013 Area budget be adjusted by (a) Archives: Add line item “Printing” in the amount of \$200; and (b) Treasurer: Contingency funds decrease amount by \$200 from \$1,500 to \$1,300.
450. 5/2013 That the 2013 Area budget be adjusted by (a) Treasurer - Office Allowance Increase line item by \$55 from \$360 to \$415; and (b) Treasurer - Contingency Fund: Decrease amount by \$55 from \$1,300 to \$1,234.
451. 5/2013 That the 2013 Area budget be adjusted by (a) Chairman - Officer allowance: Increase amount by \$500 from \$150 to \$650; and (b) Treasurer - Contingency fund: Decrease amount by \$500 from \$1,245 to \$745.
452. 5/2013 That the Area share the cost with Georgia Al-Anon Central Services (GACS) for a scanner to reduce paperwork and capture electronically documents and other archive materials at an Area cost not to exceed \$150. This would adjust the 2013 Area budget by: (a) Archives - Coordinator Allowance: Increase amount by \$150 from \$75 to \$225; and (b) Treasurer – Contingency Fund: Decrease amount by \$150 from \$745 to \$595.
453. 5/2013 That the Area purchase a portable projection screen for use at Assembly at a cost not to exceed \$200. This would adjust the 2013 Area budget by (a) Miscellaneous: Add line item “Equipment” in the amount of \$200; and (b) Treasurer - Contingency fund: Decrease amount by \$200 from \$595 to \$395.
454. 5/2013 That the Assembly adopt Knowledge - Based Decision Making (KBDM) for conducting Assembly business and that the following KBDM statement be incorporated in the Area 11 Policy and Procedure Manual for Assembly. The KBDM statement will follow the “Purpose” statement and precede “Robert’s Rules of Order” in the Assembly Manual (currently located on pages 2 – 3). “Knowledge-Based Decision Making. In making an Informed Group Conscience we use Knowledge - Based Decision Making (KBDM). The four basic elements of KBDM are open communication between leadership and membership; all decision makers have access to full information; dialogue before deliberation; a culture of trust. This allows the Assembly to thoroughly examine issues without an end or action in mind. Not every dialogue with deliberation will end with an action needed. A motion when necessary will follow the procedures outlined in this manual. “
455. 5/2013 That the Assembly workshop for service or other pertinent business, as approved in May, 2009, be adopted as a regular Assembly agenda item thus concluding the trial period and replacing the action committees.
456. 5/2013 That the Area Newsletter, in electronic format and available on the Area web site as approved in May, 2009, be adopted as the standing and ongoing method to create and distribute the Area Newsletter, thus concluding the trial period.
457. 5/2013 That the AAPP Coordinator role and responsibilities as approved in May 2006, along with any subsequent amendments, be adopted as a standing and ongoing Area coordinator position, thus concluding the trial period.
458. 9/2013 Minutes of the May, 2013 Area Assembly accepted as amended by general consent.
459. 9/2013 GACS Budget vs. Actual adopted as amended by general consent.
460. 9/2013 GACS 2014 proposed budget report adopted as amended by general consent.
461. 9/2013 Area Treasurer’s budget vs. actual financial report adopted by general consent.
462. 9/2013 Area Treasurer’s 2014 proposed budget adopted by general consent.
463. 9/2013 That the report of the Thought Force on Leveraging Technology to share Assembly and AWSC Information be accepted.
464. 9/2013 That a Task Force be assembled and charged to design a detailed approach to implement a Work Group per Recommendation 3 of the Thought Force on Leveraging Technology to Share Assembly and AWSC Information Report.
465. 1/2014 Minutes of the September, 2013 Assembly adopted as amended by general consent.

466. 1/2014 GACS Treasurer's report adopted by general consent.
467. 1/2014 AFG of Georgia Treasurer's report adopted as amended by general consent.
468. 1/2014 That the 2014 Area budget be amended by: (a) Miscellaneous Funds - WSO Contribution increase by \$100 from \$1,000 to \$1,100; and (b) Income - Assembly collections increase by \$100 from \$1,500 to \$1,600.
469. 1/2014 That the Assembly approve the AWSC Task Force Report on the impact of Georgia House Bill 1176 on the AFG of Georgia with the following changes: (a) pg. 2, 1<sup>st</sup> sentence, delete "not an option" and replace with "required," followed by a comma; (b) pg. 2, bullet 1, spell out Area Alateen Process Person (AAPP); (c) pg. 2, bullet 5, delete "new" and replace with "prospective"; and (d) pg. 2, bullet 2, delete "be required to."
470. 1/2014 That the following responsibility be added to the Alateen Coordinator's job description: "serve as AWSC liaison to the Alateen Conference."
471. 1/2014 That the AAPP will withhold the decision for certification or recertification for any AMIAS application due to any pending drug or alcohol related cases. The decision for certification will proceed based on the outcome of any pending case. That the certification or recertification will be revoked and/or denied for any drug or alcohol related conviction for five (5) years from the date of conviction.
472. 5/2014 Minutes of the January, 2014 Assembly approved by general consent.
473. 5/2014 AFG of GA Treasurer's report adopted by general consent.
474. 5/2014 GACS Treasurer's report adopted by general consent.
475. 5/2014 That the 2014 Area budget be adjusted by: (a) funds carried forward increase by \$1,891 from \$7,344 to \$9,235; and (b) Treasurer Contingency fund increase by \$1,891 from \$2,500 to \$3,391.
476. 5/2014 That the 2014 Area budget be adjusted by: (a) Literature Coordinator allowance increase by \$450 from \$100 to \$550; and (b) Treasurer Contingency fund decrease by \$450 from \$3,391 to \$2,941.
477. 5/2014 That the 2014 Area budget be adjusted by: (a) Treasurer—Officer allowance increase by \$100 from \$600 to \$700; and (b) Treasurer Contingency fund decrease by \$100 from \$2,941 to \$2, 841.
478. 5/2014 Accept the report of the Al-Anon Family Groups of Georgia Assembly Task Force on Effectiveness of Alateen within Georgia, Recommendations B and D, as corrected at Assembly 5/18/2014.
479. 9/2014 Minutes of the January, 2014 Assembly approved by general consent.
480. 9/2014 GACS Treasurer's report adopted by general consent.
481. 9/2014 AFG of Georgia, Inc. Treasurer's report adopted by general consent.
482. 9/2014 That past WSO Trustees (who currently reside in Georgia regardless of where they served as Trustee) be members of AWSC with voice and vote.
483. 9/2014 That (a) The Task Force report on Leveraging Technology to share Assembly and AWSC Information be accepted, and adopt the recommendation; and (b) Recommendations 1 and 2 from the AWSC Thought Force on Leveraging Technology to share Assembly and AWSC Information Report become the responsibility of the Work Group.
484. 9/2014 That the 2014 Area Assembly budget be adjusted by: (a) Delegate - Full expense to WSC increase by \$377 from \$2,100 to \$2,477; and (b) Treasurer Contingency fund decrease by \$377 from \$2,842 to \$2,465.
485. 9/2014 That the 2014 Area Assembly budget be adjusted by: (a) Assembly facility fees/services increase by \$100 from \$3,717 to \$3,817; and (b) Treasurer Contingency fund decrease by \$100 from \$2,465 to \$2,365.
486. 9/2014 That the 2015 proposed GACS budget be accepted as presented.
487. 9/2014 That the 2015 proposed Area Assembly budget be accepted as presented.
488. 9/2014 That the Georgia Area Assembly participate as invited by Alcoholics Anonymous in the A.A. International Convention to be held in Atlanta in 2015.

489. 1/2015 Minutes of the September, 2014 Assembly approved by general consent.
490. 1/2015 GACS Treasurer's report adopted by general consent.
491. 1/2015 AFG of Georgia, Inc. Treasurer's report adopted by general consent.
492. 1/2015 That the 2015 Area Assembly budget be adjusted by: (a) Other Funds - Funds Carried Forward increase by \$3,188 from \$8,197 to \$11,315; and (b) Treasurer Contingency Fund increase by \$3,188 from \$2,012 to \$5,200.
493. 1/2015 That the 2015 Area Assembly budget be adjusted by: (a) Alternate Delegate -WSO guest expense increase by \$1,050 from \$500 to \$1,555; and (b) Treasurer Contingency Fund decrease by \$1,050 from \$5,200 to \$4,150.
494. 1/2015 That the 2015 Area Assembly Budget be adjusted by: (a) WSO Contribution expense increase by \$500 from \$1,200 to \$1,700; and (b) Treasurer Contingency Fund decrease by \$500 from \$4,150 to \$3,650.
495. 1/2015 That the 2015 Area Assembly Budget be adjusted by: (a) Self-Supporting contributions income increase by \$400 from \$1,960 to \$2,360; and (b) Registration and Subscriptions Quick Books On-Line Subscription Expense increase by \$400 from \$500 to \$900.
496. 5/2015 AFG of Georgia Treasurer's report adopted by general consent.
497. 5/2015 GACS Treasurer's report adopted by general consent.
498. 5/2015 Minutes of the January, 2015 Assembly approved by general consent.
499. 5/2015 That the AWSC Thought Force Report on Attracting New Members to the Alateen Program in Georgia (a) be approved; and (b) that a Task Force be appointed to implement the options in the report.
500. 5/2015 That the 2015 Area Assembly budget be adjusted by: (a) Assembly Facility Fee/Services increase by \$300 from \$4,000 to \$4,300; and (b) Treasurer Contingency Fund decrease by \$300 from \$3,580 to \$3,280.
501. 5/2015 That the prior year's Annual Operating Expense Budget amount shall be used to calculate the acceptable range for the AFG of Georgia, Inc., Ample Reserve Fund, provided that the existing Ample Reserve Fund is not less than 35% and no more than 55% of the prior year's Annual Operating Expense Budget, no further action is required.
502. 5/2015 That the AWSC Task Force Report on Area Service Descriptions for Officers and Coordinators be accepted as amended.
503. 5/2015 To support an Area Public Outreach Billboard Project to start in July 2015 with initial funding of \$2,000 from the Area Assembly.
504. 5/2015 That the 2015 Area Assembly Budget be adjusted by: (a) Public Outreach Projects - increase by \$2,000 from \$750 to \$2,750; and (b) Treasurer Contingency Fund decrease by \$2,000 from \$3,280 to \$1,280.
505. 9/2015 Minutes of the May, 2015 Assembly approved by general consent.
506. 9/2015 AFG of Georgia, Inc. Budget vs. Actual report approved by general consent.
507. 9/2015 GACS Budget report approved by general consent.
508. 9/2015 That the 2015 Area Assembly budget be adjusted by: (a) a new line item be added under Income - Other Contributions as "Public Outreach Support"; and (b) Add \$4,000 as the amount for this line item; and (c) Public Outreach Projects be increased by \$4,000 from \$2,750 to \$6,750.
509. 9/2015 That the proposed 2016 Assembly budget be approved.
510. 9/2015 That the proposed 2016 budget for GACS be approved.
511. 9/2015 That the Assembly approve signing 4 years of contracts with the Marriott City Center in Macon for the years 2017, 2018, 2019, and 2020.
512. 9/2015 That the Alternate Delegate review the guidelines for provisions provided in the hospitality room at a maximum cost of \$200 per Assembly total to hosting districts.
513. 9/2015 To accept the report and adopt the working definition for the Georgia Area Policy Committee (GAPC) as written on page 1 (bottom) and continuing on to page 2 (ending at mid page) of the report from the Policy Thought Force submitted April 24, 2015, as follows:

“The Georgia Area Policy Committee (GAPC) exists to provide clarification of any matter relating to the Al-Anon fellowship within the Georgia Area. The GAPC may exercise authority over issues or projects that involve Area and/or WSO policy, public relations, Traditions, or Concepts. It is empowered to consider any Area issue or project, or to reconsider a decision already made if any part of the Georgia Area’s fellowship dissents, and reports minority views. Items may be submitted or referred to the GAPC by any Georgia Al-Anon or Alateen member, or any Al-Anon service entity within the Area. Recommendations of the GAPC must be approved by the Georgia AWSC and Area Assembly, and should any future restructuring be implemented, recommendations must also be approved by the AFG of Georgia, Inc. Board of Trustees. In an emergency, when an immediate action is necessary, GAPC’s decision is binding so far as that particular incident is concerned. But this decision does not necessarily become part of the overall Area policy, unless approved as referenced above. Questions that are particularly sensitive or debatable may be deferred until the Georgia Area Assembly convenes.

The foregoing notwithstanding, no decision or recommendation will conflict with any Tradition, Concept, policy, guideline, or current *Service Manual* direction, as available online, established at the World Service level where Area autonomy has not been explicitly or implicitly granted.

514. 1/2016 The September 2015 Assembly Minutes were approved as presented by general consent.
515. 1/2016 The AFG of Georgia Inc. Treasurer’s Report was adopted as corrected by general consent.
516. 1/2016 The GACS Treasurer’s Report was adopted as presented by general consent.
517. 1/2016 That effective January 16, 2016, the Summary of Motions in the *Area 11 Policy and Procedure Manual for Assembly* be corrected to reflect the language of the document: that “Table the motion” and “Reconsider the vote”, only require a “Majority” to pass.
518. 1/2016 Move that the 2016 Area Assembly Budget be adjusted by: A.) Other Funds-Funds Carried forward increased by \$1,361.00 from \$9,105.00 to \$10,466.00 and B.) Treasurer-Contingency Fund increased by \$1,361.00 from \$1,850.00 to \$3,211.00.
519. 1/2016 Move that the 2016 Area Assembly Budget be adjusted by, A.) Increase the Delegate’s WSC expense \$250.00 from \$600.00 to \$850.00 and B.) Decrease the Treasury- Contingency Fund By \$250.00 from \$3,211.00 to \$2,961.00.
520. 1/2016 Motion is made to have the Alternate Delegate’s Officer Allowance budget line item increased by \$600.00 and have the Treasury Contingency Fund budget line item be reduced by \$600.00 to purchase a set of 4 retractable legacy banners for Area use pending WSO approval of banners.
521. 1/2016 Move that the Literature Coordinator’s budget for Assembly Expenses be increased by \$385.00 to cover an extra night hotel expenses for 3 Assemblies and that the 2016 Treasurer’s Contingency Fund budget line be reduced by \$385.00.
522. 1/2016 Move that any funds left at the termination of the Billboard Project Contract be placed into the Al-Anon Family Groups of Georgia Inc. Area Assembly general funds.
523. 1/2016 Move that the Finance Committee be allowed to make changes within the budget without AWSC/Assembly approval provided the changes stay within the approved total annual budget allowance and that there are no new line items. Motion was tabled.
524. 1/2016 Move that we have a special event and celebration of the 65th anniversary of Al-Anon at our May 2016 Assembly on Saturday night. Expenditures are not to exceed a maximum of \$300.00 and that A.) The 2016 Alternate Delegates officers allowance budget line item be increased by \$300.00 from \$900.00 to \$1,200.00 and B.) The Treasurer’s Contingency Fund budget line item be reduced by \$300.00 from \$1,976.00 to \$1,676.00.
525. 1/2016 Move that the 2016 Budget be amended by, A) adding a new line item under Other Funds as “Public Outreach Billboard Project Support” and B) add \$2,338.00 as the amount

for this line item and C) the Funds Carried Forward be decreased by \$2,338.00 from \$10,466.00 to \$8,128.00.

526. 5/2016 The January 2016 Assembly Minutes were approved as presented by general consent.
527. 5/2016 The AFG of Georgia Inc. YTD Treasurer's Report was adopted as presented by general consent.
528. 5/2016 The GACS YTD Treasurer's Report was adopted as presented by general consent
529. 5/2016 Move that the 2016 Area Assembly Budget be adjusted by:  
A) The Chairman's Officer allowance be increased by \$300.00 from \$350.00 to \$650.00  
B) The Treasurer's Contingency Fund be reduced by \$300.00, from \$1,676.00 to \$1,376.00.
530. 5/2016 Move to adopt the three-year trial "Public Outreach Committee Structure" created in 2012 as the Area's Public Outreach Structure. Passed with 2 abstaining.
531. 9/2016 The May 2016 Assembly Minutes were approved as presented by unanimous consent.
532. 9/2016 The January 1-July 31, 2016 Al-Anon Family Groups of Georgia Inc. YTD Budget vs. Actual report was approved as presented by unanimous consent.
533. 9/2016 The January 1-July 31, 2016 GACS YTD Budget vs. Actual report was approved as presented by unanimous consent.
534. 9/2016 Move that the drafted A.A. Convention Liaison Position Description (Draft V3 06-07-16 amended 08-22-16) be approved as amended by Assembly and be added to the Area 11 Al-Anon/Alateen Assembly Information and Archives Booklet.
535. 9/2016 Move that A) The Alternate Delegate's Officer Allowance be increased by \$186.00 from \$1,200.00 to \$1,386.00 and B) The Delegate's line item SE Delegate Meeting of \$189.98 be decreased by \$186.00, leaving a balance of \$3.98.
536. 9/2016 Move that the 2016 Budget be adjusted by A) The Public Outreach Project be increased by \$275.00 from \$750.00 to \$1,025.00 and B) The Treasurer's Contingency Fund line item be decreased by \$275.00 from \$1,376.00 to \$1,101.00.
537. 9/2016 Move that the Alternate Delegate attend the S.E. Regional Delegate's Get Together going forward and that the Area covers these expenses.
538. 9/2016 Move to approve the 2017 Proposed Budget for Area Assembly.
539. 9/2016 Move to approve the GACS Proposed Budget for 2017.
540. 9/2016 Move that Area 11 submit to the World Service Office a bid to host the 2023 Al-Anon International Convention.
541. 1/2017 The September 2016 Assembly Minutes were approved as presented by unanimous consent.
542. 1/2017 The January 1-December 31, 2016 Al-Anon Family Groups of Georgia Inc. YTD Budget vs. Actual report was approved as presented by unanimous consent.
543. 1/2017 Move to adjust the Area 2017 Budget for the Alternate Delegate by adding a line item (WSO guest) for a \$700.00 increase to cover travel and expenses and decrease the Treasurer's Contingency Budget from \$2,100.00 to \$1,400.00.
544. 1/2017 That the 2017 Budget be adjusted by: A) Other Funds-Funds Carried Forward increase by \$3,728.00 from \$8,765.00 to \$12,493.00 and B) Treasurer Contingency Funds increase by \$3,728.00 from \$1,400.00 to 5,128.00.
545. 1/2017 The January 1-December 31, 2016 GACS YTD Budget vs. Actual report was approved as presented by unanimous consent.
546. 1/2017 For a 3-year trial period to begin in May 2017: 1) The immediate Past Delegate, whose expenses are not covered by any other service arm or service position, be reimbursed for the first year of the next panel up to \$100.00 per assembly/\$300 per year and the 2nd and 3rd years, up to \$65.00 per Assembly/\$195 per year. 2) Other Past Delegates or Past Trustees, whose expenses are not reimbursed by any other service arm or service position and are asked to participate in workshops, panel discussions, be a

speaker or assist with elections, be reimbursed up to \$100 per Assembly/\$300 per year. 3) Other Past Delegates or Past Trustees, whose expenses are not reimbursed by any other service arm or service position, be reimbursed up to \$50.00 per person per year to attend Assembly. Budgeted amount not to exceed \$500.00 a year. 4) That a new line item be created by the Area Treasurer for this purpose to include budgeted amounts listed above and that any unused funds at the end of the year be returned to the general fund.

547. 1/2017 Add a new 2017 budget line item to cover Assembly expenses for Past Delegates/Past Trustees in the amount of \$800.00. The money for this new line item will be deducted from the Treasurer's Contingency Fund, decreasing the Fund from \$5,128.00 to \$4,328.00.
548. 5/2017 The January 2017 Assembly Minutes were approved as presented by unanimous consent.
549. 5/2017 The January 1-March 31, 2017 Al-Anon Family Groups of Georgia Inc. YTD Budget vs. Actual report was approved as presented by unanimous consent.
550. 5/2017 The January 1-March 31, 2017 GACS YTD Budget vs. Actual report was approved as presented by unanimous consent.
551. 5/2017 For a 3-year trial period to begin in 2018:  
1) The immediate Area 11 Past Delegate's expenses to attend the annual Southeast Regional Delegates Get-Together (SERGDT) be reimbursed up to the maximum amount approved by the Assembly. That a new line item be created by the Area Treasurer for this purpose to include an initial allocation of \$125.00 for the 2018 budget. 2) Past Trustees who choose to attend may be reimbursed, provided their expenses are not reimbursed by SERDGT, up to the maximum approved by Assembly. Funds will be allocated equally among those attending. That a new line item be created by the Area Treasurer for this purpose to include an initial allocation of \$125.00 for the 2018 budget. 3) Any unused funds at the end of the year be returned to the general funds. Motion tabled
552. 5/2017 A motion to amend the 2017 Budget:  
A) Increase the line item under Income, Other-by \$380.00 from \$600.00 to \$980.00 and B) Increase the line item under Expenses, WSO Contribution by 380.00 from \$1,485.00 to \$1,865.00.
553. 5/2017 Allow Newton County to move from District 2 to District 10.
554. 9/2017 The May 2017 Assembly Minutes were approved as amended by unanimous consent.
555. 9/2017 The January 1-July 31, 2017 Al-Anon Family Groups of Georgia Inc. YTD Budget vs. Actual report was approved as presented by unanimous consent.
556. 9/2017 Move that the 2017 Budget be adjusted by: A) Increase the Delegates "Full Expense to WSC" \$400.00 from \$2,100.00 to \$2,500.00 and B) Decrease the Treasurer's Contingency Fund \$400.00 from \$4,328.00 to \$3,928.00.
557. 9/2017 Move that the 2017 Budget be adjust by A) Increase the AWSC/Assembly Facility Fees/Services \$400.00 from \$5,000.00 to \$5,400.00 and Decrease the Treasurer's Contingency Fund \$400.00 from \$3,928.00 to \$3,528.00.
558. 9/2017 Move that the 2018 Area Budget be approved.
559. 9/2017 The January 1-June 30, 2017 GACS YTD Budget vs. Actual report was approved as presented by *unanimous consent*.
560. 9/2017 Move that the 2018 GACS Budget be approved.
561. 9/2017 For a 3-year trial period to begin in 2018:  
1) The immediate Area 11 Past Delegate's expenses to attend the annual Southeast Regional Delegates Get-Together (SERGDT) be reimbursed up to the maximum amount approved by the Assembly. That a new line item be created by the Area Treasurer for this purpose to include an initial allocation of \$500.00 for the 2018 budget.  
2) Other Area 11 Past Delegates and Past Trustees who reside in Area 11, who choose to attend the SERDGT, may be reimbursed, provided their expenses are not reimbursed by

the SERDGT, up to the maximum approved by Assembly. Funds will be allocated equally among those attending. That a new line item be created by the Area Treasurer for this purpose to include an initial allocation of \$250.00 for the 2018 budget.

3) Any unused funds at the end of the year be returned to the general funds.

562. 9/2017 That the Assembly accept the document: “An Outline for the Process of Presenting and Pursuing a Great Idea and Guidelines for Committees, Work Groups, Thought and Task Forces (“groups”)” and that it be added to the Area 11 Al-Anon/Alateen Information and Archives Booklet.
563. 1/2018 The September 2017 Assembly Minutes were approved as amended by unanimous consent.
564. 1/2018 The January 1-December 31, 2017 Al-Anon Family Groups of Georgia Inc. YTD Budget vs. Actual report was approved as presented by unanimous consent.
565. 1/2018 Move that the Area Assembly 2018 Budget be adjusted: A) Increase the AWSC/Assembly Facility Fees/Services by \$75.00 from \$5,400.00 to \$5,475.00 and B) Decrease the Treasurer’s Contingency Fund by \$75.00 from \$3,528.00 to \$3,453.00. This motion is to increase the custodian’s fee for the AWSC meetings.
566. 1/2018 Move that the 2018 Area Assembly Budget be adjusted by: A) Treasurer’s Contingency Fund be decreased by \$2,257.00 from \$3,453.00 to \$1,196.00 and B) Other Funds-Funds Carried Forward decreased by \$2,257.00 from \$12,348.00 to \$10,091.00.
567. 1/2018 The January 1-December 31, 2017 GACS YTD Budget vs. Actual report was approved as presented by unanimous consent.
568. 1/2018 Add the following to the “Area 11 Policy and Procedure Manual for Assembly” following Knowledge Based Decision Making. “When to use KBDM vs. when to respond to a minority appeal - KBDM is used to address a new question, but to reconsider a previous action is a minority appeal. Issues that were previously discussed are not appropriate for a minority appeal unless facts not previously stated are contained in the appeal.” 2017 World Service Conference Summary, page 69.  
Definition of Minority Appeal: “To reconsider a previous action is a minority appeal. The Rights of Appeal and Petition aim to protect and make the best possible use of minority feeling and opinion. In the principle of the Right of Appeal, all minorities should be encouraged to file minority reports whenever they feel a majority to be in considerable error. When any minority considers an issue to be so grave that a mistaken decision could seriously affect Al-Anon as a whole, it has the actual duty of presenting a minority appeal to the body that made the decision.” Al-Anon/Alateen Service Manual 2014-2017, page 190.
569. 1/2018 Move that the updated November 2017 Area 11 Assembly Inventory Guidelines be adopted.
570. 5/2018 The January 2018 Assembly Minutes were approved as presented by unanimous consent.
571. 5/2018 The January 1-March 31, 2018 Al-Anon Family Groups of Georgia Inc. YTD Budget vs. Actual report was approved as presented by unanimous consent.
572. 5/2018 The January 1-April 12, 2018 GACS YTD Budget vs. Actual report was approved as presented by unanimous consent.
573. 5/2018 Add to item 10 of the World Service Delegate’s Alternate Position Description, the sentence “ –Coordinate with the A.A. Delegate to have a joint Al-Anon, A.A. Saturday evening speaker meeting approximately once every 2 years.”
574. 5/2018 Change the name of the Area “Webmaster Coordinator” Service Position to “Web Coordinator.
575. 5/2018 Move that the 2018 budget be adjusted by: a) The registration & subscriptions budget be increased by \$108.00, from \$1,130.00 to \$1,238.00 and b) The Treasurer’s Contingency Fund be reduced by \$108.00 from \$1,196.00 to \$1,088.00.

576. 5/2018 Move that the 2018 budget be adjusted by: a) The IT Work Group Allowance be increased by \$500.00 from \$500.00 to \$1,000.00 and b) The Treasurer's Contingency Fund be reduced by \$500.00 for expenses in upgrading AI-Anon Family Groups of Georgia Website.
577. 5/2018 Accept the [Task Force on Restructuring] report:
1. Reorganizing to Separate Legal (Corporation) from Traditional (Assembly) of the Task Force on Restructuring.
  2. Approve and adopt the proposed revised Bylaws of AFG of Georgia Inc. (contained in Appendix B).
  3. Approve and adopt the proposed AI-Anon Family Groups of Georgia Assembly Charter (contained in Appendix C).
  4. Charge separate task force(s) and/or work group(s) to implement the revised service structure.
578. 9/2018 The May 2018 Assembly Minutes were approved as presented by unanimous consent.
579. 9/2018 The January 1 - June 30, 2018 AI-Anon Family Groups of Georgia Inc. YTD Budget vs. Actual report was approved as presented by unanimous consent.
580. 9/2018 The January 1 - June 30, 2018 GACS YTD Budget vs. Actual report was approved as presented by unanimous consent.
581. 9/2018 Accept the Organizing Assembly Thought Force report and move that the frequency and length of Assembly meetings remain the same. Greater Alateen participation be explored by reaching out to Alateen and AMIAS participation. The Assembly agenda consistently offer workshops to educate its members about the Service Manual, AI-Anon Legacies, GA AFG and AI-Anon worldwide. The Assembly agenda include activities and workshops to expand and strengthen opportunities for the topics that are of the greatest interest to members: 1) Attracting members to service 2) Service projects 3) More DR and GR workshops 4) More sharing and fellowship time.
582. 9/2018 Approve making the Technology Work Group a permanent part of the Area Service Structure.
583. 9/2018 For a trial period of 1 year beginning January 2019, the immediate Past Georgia Area Chair, whose expenses are not covered by any other service arm or service position, be reimbursed for the year 2019 up to \$100.00 per Assembly.
584. 9/2018 1) Move that the Presentation Designer Task Force Report and the Job Description (Attachment A) be accepted. 2) That the Presentation Designer be converted from a trial position to a permanent position with commensurate coordinator funding.
585. 9/2018 Approve the Area 2019 Budget as presented.
586. 9/2018 Approve the 2019 GACS budget.
587. 1/2019 The September 2018 Assembly Minutes were approved as presented by unanimous consent.
588. 1/2019 The January 1-December 31, 2018 AI-Anon Family Groups of Georgia Inc. YTD Budget vs. Actual report was approved as presented by unanimous consent.
589. 1/2019 The January 1-December 31, 2018 GACS YTD Budget vs. Actual report was approved as presented by unanimous consent.
590. 5/2019 The January 2019 Assembly Minutes were approved as presented by unanimous consent.
591. 5/2019 The AFGG, Inc. Financial Report was approved as presented by unanimous consent.
592. 5/2019 The 2018 Year-end GACS Financial Report was approved as presented by unanimous consent.
593. 5/2019 To accept the GA AI-Anon Central Services Task Force Report and pass it to the GACS Committee to take into consideration the recommendations and to implement as deemed appropriate. **Motion was tabled**



594. 5/2019 Affirmation to sign a 2-year contract, as presented at the April 2019 AWSC, with the Marriott City Center in Macon for the years 2021 and 2022 for the purpose of holding Ga Area Assembly meetings passed unanimously.
595. 9/2019 The May 2019 Assembly Minutes were approved as amended by unanimous consent.
596. 9/2019 The AFGG, Inc. Board of Trustees CY2020 Budget was approved as presented by unanimous consent.
597. 9/2019 The January 1 – June 30, 2019 Assembly Budget vs. Actuals were approved as presented by unanimous consent.
598. 9/2019 The 2020 Assembly Budget was approved as presented by unanimous consent.
599. 9/2019 Approve the proposed move of the Georgia Al-Anon Central Services (GACS) Office from the current location in Macon to 248 Spring Street, Macon. Passed unanimously.
600. 9/2019 Move that the Assembly approve and the Board execute a separate lease on 246 Spring St., Macon. Passed with 115 in favor, 2 opposed and 1 abstention. Vote count 117.
601. 9/2019 Adopt the proposed amended 2019 GACS Budget as amended 9-22-2019. Passed by unanimous consent.
602. 9/2019 Adopt the proposed 2020 GACS Budget as amended 9-22-2019. Passed by unanimous consent.
603. 9/2019 Update the Area officer position descriptions for the Area Chair, Area Secretary and Area Treasurer in the *2019 Area 11 Al-Anon/Alateen Assembly Information and Archives* Booklet as amended at AWSC. Passed unanimously.
604. 9/2019 That the AWSC Task Force Report on Moving Alateen Forward in Georgia April 2019 as amended on 8/17/2019: a) be accepted; and b) that an Alateen Work Group be formed to carry out the recommendations in the report; c) for a trial period ending December 2021. Passed unanimously.
605. 9/2019 The immediate Past Georgia Area Chair, whose expenses are not covered by any other service arm or service position, be reimbursed for the first year immediately following their term up to \$100.00 per Assembly (ending the one-year trial). Passed 116 yes; 1 objection, 0 abstaining. Vote Count 117.
606. 9/2019 Update the section “An Outline for the Process of Presenting and Pursuing a Great Idea and Guidelines for Committees, Work Groups, Thought and Task Forces (“groups”)” as presented at AWSC in the *2019 Area 11 Al-Anon/Alateen Assembly Information and Archives* Booklet. Passed unanimously.
607. 9/2019 Allow Greene County groups to move from District 11 to District 2. Passed unanimously.
608. 9/2019 To accept the GA Al-Anon Central Services Task Force Report and pass it to the GACS Committee to take into consideration the recommendations and to implement as deemed appropriate. Passed. 110 yes, 0 opposed. 1 abstention. Total voting 110.
609. 1/2020 The September 2019 Assembly Minutes. Corrections were made and noted. Minutes were approved as amended by unanimous consent.
610. 1/2020 Accept the AFGG Inc. 2019 Profit and Loss report.
611. 1/2020 Area 11/CY2012 Excess Depository Account:  
 A) Return current balance in the Area 11/CY 2012 Excess Depository Account to Area 11 Operating Account.  
 B) Close Area 11/CY2012 Excess Depository Account and remove from Area Assembly Balance Sheet.
612. 1/2020 Rescission of GACS Office Move - That Assembly Motions 5 and 6 (as recorded in September 2019 Assembly Minutes) be rescinded.  
 “Motion 5: Approve the proposed move of the Georgia Al-Anon Central Services (GACS) Office from the current location in Macon to 248 Spring Street, Macon.

“Motion 6: Move that the Assembly approve and the Board execute a separate lease on 246 Spring St., Macon.”

613. 1/2020 GACS Office Move - Approve the move of GA. Al-Anon Central Services (GACS).
614. 5/2020 May 2020 was the first virtual Assembly conducted by Georgia because of COVID-19. There were no motions presented or minutes captured.
615. 9/2020 The January 2020 Assembly Minutes were accepted by unanimous consent.
616. 9/2020 Move to use electronic ballots for voting when conducting Virtual Assembly meetings. Passed, 77 yes; 3 no; 0 abstain. Total vote 80.
617. 9/2020 Move to affirm the 2021 Board of Trustees Budget. Passed unanimously. 85 yes; 0 no; 0 abstain.
618. 9/2020 Motion to end the 3-year trial to pay Past Delegate expenses to attend the annual Southeast Regional Delegates Get-Together (SERDGT)  
Move to adopt the policy:  
1) The immediate Area 11 Past Delegate’s expenses to attend the annual Southeast Regional Delegates Get-Together (SERDGT) be reimbursed up to the maximum amount approved by the Assembly. That a new line item be created by the Area Treasurer for this purpose to include an initial allocation of \$500.00 for the budget.  
2) Other Area 11 Past Delegates and Past Trustees who reside in Area 11, who choose to attend the SERDGT, may be reimbursed, provided their expenses are not reimbursed by the SERDGT, up to the maximum approved by Assembly. Funds will be allocated equally among those attending. That a new line item be created by the Area Treasurer for this purpose to include an initial allocation of \$250.00 for the budget.  
3) Any unused funds at the end of the year be returned to the general funds (which ends the three-year trial that began in 2018 Motion #561). Passed, 81 yes; 1 no; 1 abstain.  
Total vote: 82.
619. 9/2020 Ending of 3-year trial covering expenses to Area Assembly for immediate Past Delegate, Other Past Delegate and Past Trustees  
Move to adopt the policy:  
1) The immediate Past Delegate, whose expenses are not covered by any other service arm or service position, be reimbursed for the first year of the next panel up to \$100.00 per assembly/\$300 per year and the 2<sup>nd</sup> and 3<sup>rd</sup> years, up to \$65.00 per Assembly/\$195 per year.  
2) Other Past Delegates or Past Trustees, whose expenses are not reimbursed by any other service arm or service position and are asked to participate in workshops, panel discussions, be a speaker or assist with elections, be reimbursed up to \$100 per Assembly/\$300 per year.  
3) Other Past Delegates or Past Trustees, whose expenses are not reimbursed by any other service arm or service position, be reimbursed up to \$50.00 per person per year to attend Assembly. Budgeted amount not to exceed \$500.00 a year.  
4) That a new line item be created by the Area Treasurer for this purpose to include budgeted amounts listed above and that any unused funds at the end of the year be returned to the general fund (which ends the three-year trial that began May 2017 Motion #546). Passed, 78 yes; 4 no; 0 abstain.
620. 9/2020 Move to affirm the 2021 Area Assembly Budget as presented. Passed, 81 yes; 1 no; 0 abstain.
621. 9/2020 Move to affirm the 2021 GACS Budget as presented. Passed, 89 yes; 0 no; 1 abstain.
622. 9/2020 Joint Board of Trustees and AWSC Task Force for Assessing the Impact of Area Restructuring on the Responsibilities of the Georgia Al-Anon/Alateen Convention Committee - Move to accept the Joint Board of Trustees and AWSC Task Force for Assessing the Impact of Area Restructuring on the Responsibilities of the Al-Anon/Alateen Convention Committee recommendations, which include detailed position descriptions for the chair and co-chair for the Al-Anon/Alateen Convention. Passed, 81 yes; 1 no; 2 abstain.

623. 9/2020 Motion to Accept the Alateen Safety Committee Report dated August 2020 was tabled.
624. 9/2020 Ending 1-year trial to cover expenses to attend Area Assembly for the immediate Past Georgia Area Chair. Adopt the policy:  
The immediate Past Georgia Area Chair, whose expenses to attend Area Assembly are not covered by any other service arm or service position, be reimbursed for the first year of the new panel up to \$100.00 per Assembly. (This ends the 1-year trial period that began in 2019 Motion #605.) Passed, 67 yes; 2 no; 2 abstain.
625. 9/2020 Cancellation Policy for Georgia Al-Anon/Alateen Convention or Georgia Alateen/Alateen Sponsor Conference - In the event there is a need to cancel an upcoming Georgia Al-Anon/Alateen Convention or Georgia Alateen/Alateen Sponsor Conference prior to the next Area Assembly, the recommendation coming from AWSC will be the final decision. If the decision has to be made prior to the next AWSC meeting, AWSC members will be informed and given an opportunity to vote. If AWSC is unable to convene, the decision will be made by the Area Officers.
626. 9/2020 Background Checks for Treasurers - All AFGG Inc Service Arm's Treasurers pass a background check within 45 days of their election or appointment beginning in January 2021.
627. 9/2020 Cancelling an upcoming face to face Area Assembly - In the event there is a need to consider canceling an upcoming face to face Area Assembly, AWSC members will be informed and a vote will be taken. AWSC members will also vote on whether to hold a virtual Assembly. The recommendations coming from AWSC will be the final decision. If AWSC is unable to convene, the decisions will be made by the Area Officers.
628. 1/2021 The September 2020 Assembly Minutes were accepted by unanimous consent.
629. 1/2021 Move to accept the AFGG, 2020 Profit and Loss Report. Passed by unanimous consent.
630. 1/2021 Move to Rescind the Alateen Safety Committee Report dated October 2020. Motion passed by unanimous consent.
631. 1/2021 Move to affirm recommendations 1 and 2 from the December 2020 report: Alateen Safety Committee Recommended Revisions to AFG of Georgia, Inc. Area Safety and Behavioral Requirements (ASBR):
- 1) Replace current 5 Alateen Registration Event Forms with 8 revised or new forms, 1 new medication administration guideline, and 1 new release and waiver of liability form for Alateen Conferences effective 2021. All of these forms are required for Rock Eagle. Some of the forms included in this report may need to be edited based on the findings of the Alateen Work Group for use at other Area events (see #3 below in Motion #632).
  - 2) Hire through an agency a health care professional licensed to administer medication as a Designated Medical Administrator (DMA) for the Alateen Conference. Passed, 86 yes, 3 no; 0 abstain. Total votes 89.
632. 1/2021 Move to approve recommendations 3 through 10 from the December 2020 report: Alateen Safety Committee Recommended Revisions to AFG of Georgia, Inc. Area Safety and Behavioral Requirements (ASBR):
- 3) The Alateen Work Group to explore options of hiring a DMA at other Area events comparing feasibility, costs and liability, and present to the Finance Committee for discussion.
  - 4) Adopt the Policy for Minors Attending AFGG Events.
  - 5) Adopt the posting procedure for the Georgia Code for Mandated Reporters in Alateen meeting rooms at Area events.
  - 6) Revise Area trusted servants PDs to reflect new Alateen safety procedures and secure file retention.

7) Revise the Alateen/AMIAS Handbook to reflect new procedures, forms, guidelines, and policy.

8) Revise the Georgia Al-Anon Website Alateen section and Area event listings to reflect new procedures, forms, guidelines, and policy.

9) Revise AMIAS training to reflect new procedures, forms, guidelines, and policy.

10) Adjust the Alateen Conference budget to reflect additional cost of a DMA.

Passed, 84 yes; 2 no; 3 abstain. Total votes 86.

633. 5/2021 The January 2021 Assembly Minutes were accepted as presented by unanimous consent.
634. 5/2021 Move to accept and implement the Options for Continuing to Organize the Alateen Conference Task Force Report. Passed unanimously.
635. 9/2021 The May 2021 Assembly Minutes were accepted as presented by unanimous consent.
636. 9/2021 To affirm the recommendation to invite the Georgia Al-Anon Central Service Chair to attend the first portion of Board Meetings as a guest on a one year trial basis beginning with the first Board meeting after Board elections in September 2021. Passed
637. 9/2021 Accept the 2022 Area Budget as presented by unanimous consent.
638. 9/2021 Al-Anon Family Groups of Georgia, Inc. Board of Trustees 2022 Proposed Budget was accepted by unanimous consent.
639. 9/2021 The 2022 Georgia Al-Anon Central Service Budget was accepted by unanimous consent.
640. 9/2021 1) Move to accept the Spanish Liaison Thought Force recommendation to create a Spanish Overlay District instead of a Spanish Liaison. A Spanish overlay district would allow all GROUP Representatives of Spanish Al-Anon groups to meet regularly virtually, to elect their own district representative to represent them at Area World Service Committee, and to participate in Assembly with the assistance of a Zoom translation room. Continue the translation of Area World Service Committee and Assembly documents that is currently being done today.  
2) All Georgia Al-Anon service levels examine how they can be more sensitive to Spanish speaking individuals (e.g., meetings providing Spanish language literature) and to others who might not always feel welcome in Al-Anon meetings. Passed
641. 9/2021 Add the following statement to the Area Alateen Process Person, Alateen Coordinator, Web Coordinator, and Group Records Coordinator Position Descriptions: "Selects in cooperation with the Delegate, an Alternate Coordinator who can share the responsibilities of this position, has access to pertinent information, and can act as backup in the event of an absence or resignation. Only one individual can be reimbursed expenses for any given Area World Service Committee or Assembly meeting, or expenses can be shared if the total does not exceed budgeted amounts for this position."  
Add the following statement to the World Service Delegate Position Description, Item 16): "Assists the Area Alateen Process Person, Alateen, Web, and Group Records Coordinators in selecting Alternate Coordinators." [Currently Item 16 of the Delegate Position Description reads, "Selects a team of coordinators to serve during the 3-year panel. Works with these coordinators to serve as a link of information between the Area and the World Service Office.] Passed.
642. 1/2022 The September 2021 Assembly Minutes were approved by unanimous consent.
643. 1/2022 Move to accept the AFGG, Inc. 2021 Profit and Loss Statement. Accepted by General Consensus.
644. 1/2022 Move that at Assembly when electing Area officers, voting for Regional Trustee Nominations, and affirming Area Trustees-at-Large, allow the option of voting "none" for one or more names on a ballot. Passed unanimously

645. 1/2022 Move to allow AWSC and Assembly to accept handwritten or type-printed motions, three printed copies of each; one to be kept by the Area Chair, one by the Archivist, and one by the Area Secretary. Passed unanimously
646. 1/2022 Move to accept and implement the BOT/Area Task Force Charge and Recommendations Transgender Guidelines for Georgia's Alateen Conference. Passed – 68 yes, 14 no, 8 abstaining.
647. 1/2022 Move to end the trial for Moving Forward in Georgia and adopt the recommendations in the AWSC Task Force Report on Moving Alateen Forward in Georgia. April 2019 as amended on 8-17-19. Passed – 86 yes, 1 no, 1 abstaining
648. 5/2022 The January 2022 Assembly Minutes were accepted as amended by unanimous consent.
649. 5/2022 Recommended to suspend the Georgia Alateen Conference until Alateen and AMIAS participation increases, and liability insurance, Designated Medical Administrator, and housing concerns are adequately addressed. Progress is to be reviewed by the Board Of Trustee's Chair and Alateen Work Group and reported at every AWSC meeting. Passed unanimously
650. 9/2022 The 2022 May Assembly minutes were approved by unanimous consent.
651. 9/2022 The 2023 BOT Proposed Budget was affirmed by unanimous consent.
652. 9/2022 The 2023 Proposed Area Budget was affirmed by unanimous consent.
653. 9/2022 The Proposed GACS 2023 Budget was affirmed by unanimous consent.
654. 9/2022 Move to change the name of the Georgia Alateen/Alateen Sponsor Conference to the Georgia Alateen Conference. Passed unanimously
655. 9/2022 Move to change the wording in the January 2022 Area 11 Information and Archives Booklet to read, "current GRs in attendance at Assembly vote to affirm Trustees-at-Large." Passed unanimously
656. 9/2022 Move to change the references in the January 2022 Area 11 Information and Archives Booklet from "Area 11 Inventory" and "Area Inventory" to "Area Assembly Inventory". Passed unanimously
657. 9/2022 Move to accept Recommendation 1 of the "Consideration of Having Hybrid/Virtual AWSC/Assembly Meetings in the Future" Thought Force Report. The responsibility of managing the technical aspect of virtual or hybrid meetings belongs to the Technology Work Group (TWG), not the Web Coordinator. Have a Technology Coordinator and add to the TWG responsibilities the oversight of any virtual or face-to-face with a hybrid extension meeting. The Web Coordinator will be an ex-officio member of the TWG. Passed 81 yes, 0 no, 2 abstaining
658. 9/2022 Move to accept Recommendation 3 of the "Consideration of having Hybrid/Virtual AWSC/Assembly Meetings in the Future" Thought Force Report. For a trial period, to be determined, Assembly meetings be held face-to-face with a hybrid extension for members who do not have the option of attending in person. To offset some of the costs of the hybrid assembly, those attending online could be expected to contribute or pay a registration fee. Passed, 81 yes, 0 no, 2 abstaining.
659. 1/2023 Move to approve the September 2022 Assembly minutes by unanimous consent.
660. 1/2023 Move to affirm the 2022-year end financial reports. Passed unanimously.
661. 1/2023 Move to use the newly created Georgia Alateen Conference Chair and Co-Chair position descriptions found in the Assessing the Impact of Area Restructuring on the Responsibilities of the Alateen Conference Committee Task Force report.
- These position descriptions are not intended to be a comprehensive policy and procedure document for the Conference.
- Add the Georgia Alateen Conference Chair and Co-Chair position descriptions to the "2023 Georgia Al-Anon/Alateen Information and Archives booklet after the "Al-Anon/Alateen Convention Co-Chair/Voice position description. Passed unanimously.

662. 1/2023 Move to approve the creation of a Spanish Overlay District as District 22, open to all Spanish language groups functioning in Georgia AFG. Passed unanimously.
663. 1/2023 Move to accept the Bringing Al-Anon Family Groups Which Meet Electronically (AFGWME) into the Georgia service structure per the AFGWME Thought Force report dated March 24, 2022 as only background information and resource material. No recommendations from this report are required to be implemented. No further work is needed by the Thought Force. Passed unanimously.
664. 1/2023 1.) Create a new Area Coordinator position – Technology Coordinator found in Attachment A of the Technology Coordinator Position Description TF report.  
2.) Move that the Technology Coordinator position be funded initially for travel expenses to attend AWSC and Assembly and given a Coordinator allowance beginning with the 2023 Budget for a total of \$595.00. Passed, Yes 89, No 0, Abstaining 2.
665. 1/2023 Move to update the current Web Coordinator Position Description found in Attachment B of the “Technology Coordinator Position Description TF report. Passed unanimously.
666. 1/2023 Move to update the Position Descriptions of Area Group Records and Area Public Outreach Coordinators to reflect that they are members of the Web Team Work Group (WTWG). Passed unanimously
667. 1/2023 Move to update the Presentation Designer position description to reflect that they are a member of the Technology Work Group (TWG). Passed, Yes 88, No 1, Abstaining 3
668. 1/2023 Move to continue the Web Team Work Group (WTWG) as created by the TWG. Recommended default members to the WTWG: Area Web Coordinator as Chairperson and immediate past panel Area Web Coordinator (Sage); the Alternate Web Coordinator who can share the responsibilities of this position, who is a member of Al-Anon and is selected by the Area Web Coordinator in cooperation with the Delegate, Area Group Records, Area Public Outreach and the (future) Technology Coordinator. The Web Developer will remain a participant on the Georgia Al-Anon Web Team Work Group as a paid worker/consultant whose role is to support and provide the Web Team Work Group with the necessary technical assistance at the request and discretion of the Georgia Al-Anon Area Web Coordinator and Web Team Work Group. Further recommendation is to add at least two additional Georgia Al-Anon members to the Web Team Work Group who are active participants. Passed, Yes 90, No 0, Abstaining 1.
669. 5/2023 Move to adopt the Revised January 2023 Assembly minutes as amended. Passed unanimously.
670. 5/2023 Move to change the boundary between District 13 and District 10 to be the DeKalb County/Rockdale County Line. Passed unanimously.
671. 5/2023 Move to redraw the district boundary between District 2 and District 19 to incorporate all of the city of Loganville into District 19. Passed Unanimously
672. 5/2023 Move to attach the relevant pages of the “Task Force to Update the Document Retention and Destruction Procedures in the BOT Handbook” report to the Georgia (Area 11) Al-Anon/Alateen Assembly Information and Archives Booklet. Passed unanimously.
673. 5/2023 Move to allow the Area Secretary to record the Assembly proceedings as an aid to creating the minutes and to delete the recording of the minutes after the minutes are given final approval. Passed unanimously.
674. 9/2023 The May 2023 Assembly Minutes were approved as amended by unanimous consent.
675. 9/2023 Move to affirm the 2024 proposed Board of Trustees Budget as presented. Passed
676. 9/2023 Move to affirm the Area Assembly 2024 Proposed Budget as presented. Passed
677. 9/2023 Move to affirm the 2024 GASC Proposed Budget as presented. Passed

678. 9/2023 Accept PEG's (Permanent Electronic Groups) into the AFGG Service Structure without any restrictions beyond those that apply to groups that meet in a physical location. A geographic district has the autonomy to decide if it will accept PEGS. Passed, 1-No
679. 9/2023 Create a new Electronic Overlay District to accommodate PEG's that are not aligned with a geographic district. Passed, 1-No
680. 9/2023 Allow Spanish speaking PEGs to be accepted in the Spanish Overlay district. Passed
681. 9/2023 Move to renew these recommendations no later than December 2025. Passed
682. 9/2023 Move to recognize that instantaneous translation apps are within Al-Anon's Traditions and Concepts of Service. Passed 1-No
683. 9/2023 That a statement be made at each Assembly and AWSC reminding attendees of our tradition of anonymity and not to record the proceedings, with the exception of the Area Secretary for the purpose of creating the minutes. Passed
684. 9/2023 Move to add the following item to the position description (Item #4) for the World Service Delegate's Alternate in the Georgia (Area 11) Al-Anon/Alateen Assembly Information and Archives Booklet: "Serves on the Board of Trustees (BOT) of Al-Anon Family Groups of Georgia, Inc. (AFGG) with voice but no vote." Passed
685. 9/2023 Move to add the following item to the position description (Item #4) for the Georgia Al-Anon/Alateen Central Services (GACS) Office Chairperson in the Georgia (Area 11) Al-Anon/Alateen Assembly Information and Archives Booklet: "Serves on the Board of Trustees (BOT) of Al-Anon Family Groups of Georgia, Inc. (AFGG)." Passed
686. 9/2023 Move to remove the following item (Item #4) from the position description for the Area Secretary: "Serves on the Board of Trustees (BOT) of Al-Anon Family Groups of Georgia, Inc. (AFGG)." Passed
687. 9/2023 Move to add the following phrase to item 4 of the position description for the World Service Delegate in Georgia (Area 11) Al-Anon/Alateen Assembly Information and Archives Booklet: "with voice but no vote." Passed
688. 1/2024 The September 2023 Assembly Minutes approved by Unanimous Consent.
689. 1/2024 Move to allow Levon C., outgoing BOT Treasurer, to give the 2023 End of Year Financial Reports. Passed unanimously
690. 1/2024 Move to affirm the 2023 End of Year Financial Reports. Passed
691. 5/2024 The January 2024 Assembly Minutes approved as written by unanimous consent.
692. 5/2024 Move to redraw the boundary between District 15 and District 17 to include the entire city of Acworth in District 15. Passed unanimously
693. 5/2024 Move to un-suspend the Georgia Alateen Conference due to its suspended status. Passed unanimously
694. 5/2024 Move to replace the three-day Georgia Alateen Conference with multiple one-day events to be held throughout the state of Georgia annually to be planned by the Alateen Conference Committee. Passed unanimously
695. 9/2024 The May 2024 Assembly Minutes approved by unanimous consent.
696. 9/2024 Move to affirm the 2025 Proposed Board of Trustees Budget as presented. Passed unanimously
697. 9/2024 Move to affirm the 2025 Proposed Area Assembly Budget as presented. Passed with one abstention.
698. 9/2024 Move to affirm the 2025 Proposed GACS Budget as presented. Passed unanimously
699. 9/2024 Move to approve the Updated Chair and Co-Chair Position Descriptions for the Georgia Alateen Conference. Passed unanimously
700. 9/2024 Move to affirm the establishment of an ample reserve fund for the Area Assembly that is the average of the annual operating expense budget for the past three years provided that it is not less than 50% and no more than 55% of the prior three-year average annual operating expense budget. Passed Unanimously

701. 9/2024 Move to affirm the establishment of an ample reserve fund for the Georgia Al-Anon Central Services office that is the average of the annual operating expense budget for the past three years provided that it is not less than 50% and no more than 55% of the prior three-year average annual operating expense budget. Passed unanimously
702. 9/2024 Move to affirm the establishment of an ample reserve fund for the Georgia Al-Anon/Alateen convention that is the average of the annual operating expense budget for the past three years provided that it is not less than 50% and no more than 55% of the prior three-year average annual operating expense budget. Passed unanimously
703. 9/2024 Move to affirm the establishment of an ample reserve fund for the Georgia Alateen Conference that is the average of the annual operating expense budget for the past three years provided that it is not less than 50% and no more than 55% of the prior three-year average annual operating expense budget. Passed unanimously
704. 9/2024 Move that the 2026 Georgia Al-Anon/Alateen Convention be able to look outside of Zone 1, inclusive of all ZONES, as established by the Convention Zone Map from the Georgia (Area 11) Al-Anon/Alateen Assembly Information and Archives booklet for a venue. Passed unanimously



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## AL-ANON ACRONYMS

AAPP	Area Alateen Process Person
AFG	Al-Anon Family Group
AFGG	Al-Anon Family Groups of Georgia, Inc.
AIS	Area Information Service
AMIAS	Al-Anon Member Involved in Alateen Service
AWSC	Area World Service Committee
CAL	Conference Approved Literature
CCT	Conference Committee on Trustees
CMA	Current Mailing Address
CPC	Cooperating with the Professional Community
DR	District Representative
GACS	Georgia Al-Anon Central Services (aka Area office)
GAPC	Georgia Area Policy Committee
GR	Group Representative
KBDM	Knowledge-Based Decision Making
LDC	Literature Distribution Center
MAIS	Metro Atlanta Al-Anon/Alateen Information Service
PEG	Permanent Electronic Group
PI	Public Information
PO	Public Outreach
PSA	Public Service Announcement
RT	Regional Trustee
TWG	Technology Work Group
WSC	World Service Conference
WSO	World Service Office

**AREA 11 POLICY AND PROCEDURE MANUAL FOR ASSEMBLY**

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## **AREA 11 POLICY AND PROCEDURE MANUAL FOR ASSEMBLY**

“A service structure is necessary if there is to be any order or efficiency in ‘carrying the message.’ It does not complicate but simplifies the whole fabric of the fellowship, doing so particularly in relation to one of Al-Anon’s most important responsibilities, the practice of the Twelfth Step all over the world.”

- Lois W.

### **INTRODUCTION**

Parliamentary procedures, or rules of order, are used by groups of all types and sizes to work out satisfactory solutions to the greatest number of questions and issues in the least amount of time. Regardless of the detail or complexity, these procedures help meetings go well when everyone agrees, and help reach decisions fairly when there is disagreement.

It is important to remember that the purpose of rules of order, or parliamentary procedures, is to make it easier for the Assembly to conduct its business. They are used to allow the Assembly to do what it needs to do in order to carry out the will of the fellowship by reaching an informed group conscience within the principles of our Traditions.

In general, parliamentary procedures are based on some common principles, including:

- The principle of rights:
- Right of the majority to ultimately decide;
- Right of the minority to be heard; and
- Right of the individual to participate in the decision-making process.
- The principle of one motion or topic at a time.
- The principle of balance.
- The principle of courtesy.

### **PURPOSE**

The purpose of Assembly debate and guidance of the rules of order is to reach an informed group conscience, make it easier to conduct its business in a timely manner, and to carry out the will of the fellowship.

### **KNOWLEDGE- BASED DECISION MAKING**

In reaching an informed Group Conscience we use Knowledge-Based Decision Making (KBDM). The four basic elements of KBDM are open communication between leadership and membership; all decision makers have access to full information; dialogue before deliberation; and a culture of trust. This allows the Assembly to thoroughly examine issues without an end or action in mind. Not every dialogue and deliberation will end with an action needed. A motion, when necessary, will follow the procedures outlined in this manual.

#### ***When to use KBDM vs. When to respond to a Minority Appeal***

KBDM is used to address a new question, but to reconsider a previous action is a minority appeal. Issues that were previously discussed are not appropriate for a minority appeal unless

facts not previously stated are contained in the appeal. 2017 World Service Conference Summary, page 69.

Definition of Minority Appeal: To reconsider a previous action is a minority appeal. The Rights of Appeal and Petition aim to protect and make the best possible use of minority feeling and opinion.

In the principle of the Right of Appeal, all minorities should be encouraged to file minority reports whenever they feel a majority to be in considerable error. When any minority considers an issue to be so grave that a mistaken decision could seriously affect AI-Anon as a whole, it has the actual duty of presenting a minority appeal to the body that made the decision. AI-Anon/Alateen Service Manual 2018-2021, page 186.

### **ROBERT'S RULES OF ORDER**

We follow the most current and authorized version available of *Robert's Rules of Order* and proceed on as informal a basis as possible consistent with the rights of all concerned, with some exceptions. The exceptions help the Assembly proceed more closely in accordance with the Traditions. If there is a situation or issue not specifically addressed within the Assembly's policies and procedures, *Robert's Rules of Order* will serve as the basis to work through and resolve that situation or issue.

### **QUORUM**

Quorum required to conduct Assembly business is 2/3 of those Group Representatives registered and attending any business meeting of Area Assembly in which motions are considered or elections are conducted.

### **GENERAL GUIDELINES OF DEBATE/DISCUSSION**

- In the spirit of our Traditions, debate and discussion center on issues, keeping principles above personalities. Any AI-Anon member has voice.
- Only one proposed motion may be discussed at a time.
- Members who wish to speak line up at the microphone and are recognized by the Chairperson.
- Each person may speak for up to 2 minutes and no one may speak at the microphone for a second time on a debatable motion.
- Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated, it is not necessary to go to the microphone and repeat it. You may wish to relinquish the microphone in order to hear other diverse opinions.
- Questions and answers to questions are not limited to two minutes or one time at the microphone.
- Out of deference to those holding a minority viewpoint, applause is discouraged when a member expresses an opinion with which others may agree.
- The Chairperson does not enter into the debate. This does not preclude the Chairperson from answering questions or providing information.

## **MOTIONS**

### Main Motions

- From Committees, Work Groups, Thought/Task Forces
  - Their work may result in recommendations or motions for the attention and/or action of the Assembly. Typically, these items are reflected in the business agenda.
  - A written motion form is to be completed for each motion and is given to the Chairperson. Motions reference Area position title and refrain from use of personal names.
  - The Chairperson:
    - Reads the motion as it appears on the motion form.
    - Calls for a second by a voting member.
    - Gives a copy of the motion form to the secretary
  
- From the Floor
  - Matters of interest to all are discussed on the floor.
  - When the group conscience indicates a specific motion is in order, a written motion form is to be completed for each motion and is given to the Chairperson.
  - Any Area 11 Al-Anon/Alateen member can originate a motion from the floor. Motions reference Area position title and refrain from use of personal names.
  - The Chairperson:
    1. Is responsible for determining whether or not the motion is appropriate to the subject under discussion.
    2. Reviews the proposed motion and asks the originator to reword it if it is unclear.
    3. Reads the motion as it appears on the Motion form.
    4. Calls for a second by a voting member.
    5. Gives a copy of the motion form to the secretary.

### Amendments

- Must be related to the motion under consideration.
- Must be submitted in writing on a motion form.
- An amendment may be amended by a secondary amendment. Secondary amendments cannot be amended.
- Needs only a majority to pass.

### Tabling a Motion

- Postpones discussion of the current motion.
- Must be made in order at the microphone.
- Requires a second.
- Is not debatable.
- Needs only a majority to pass.
- The Chairperson or any other member with voice may ask to have the discussion held at another time.
- Is rescheduled at the discretion of the Chairperson.

### “Calling the Question”\*

- Suspends debate on the pending motion.
- Must be made in order at the microphone.



- Requires a second.
  - Is not debatable.
  - Requires a 2/3 affirmative vote.
  - If passed, debate ceases and members proceed to vote on the pending motion.
  - If not passed, debate on the pending motion resumes.
- \*Use with caution. The opinion the Assembly may need to hear may not have had the opportunity to be expressed. The minority opinion may change the direction of the majority.

## **VOTE ON MOTIONS**

- All main motions require substantial unanimity: 2/3 of the votes cast in the affirmative. All other motions follow *Robert's Rules of Order*.
- All GRs sit together in area provided by DR to answer Sunday roll call.
- GRs are the only members allowed to cast a vote on motions.
- DRs, Area Officers and Coordinators do not vote unless they also hold a current GR position or are a stand-in for a GR in their district.
- One vote per group; a voting member may represent only one group.
- The Chairperson rereads the motion and calls for the vote.
- Voting method, by default, is a show of hands when meeting face-to-face and electronic ballot when meeting virtually.

## **COUNTING THE VOTE**

### Show of Hands

- The Chairperson asks those in favor to raise their hands.
- Those opposed are then asked to raise their hands.
- Those abstaining are then asked to raise their hands.
- Any voting member or the Chairperson may call for a standing counted vote.
- The vote is announced by the Chairperson and recorded by the secretary.

### Standing Counted Vote

- Used when the vote is too close to determine by a show of hands or when a member requests it.
- The Chairperson asks those in favor to rise and stand until counted.
- Those opposed are then asked to rise and stand until counted.
- Those abstaining are then asked to rise and stand until counted.
- The vote is announced by the Chairperson and recorded by the secretary.

### Written Ballot

- Ballots are marked "Yes," "No" or "Abstain."
- Elections will be by written ballot using the candidates' names.
- Ballots are collected and counted by those persons designated by the Chairperson.
- Ballots marked incorrectly are considered void.
- The vote is announced by the Chairperson and recorded by the secretary.

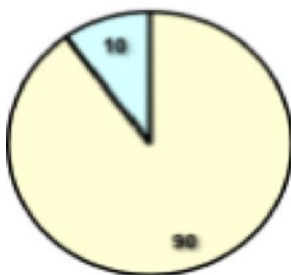
### Electronic Ballot

- Ballots are marked "Yes," "No" or "Abstain."
- Ballots are sent electronically and counted by those persons designated by the Chairperson.

- Ballots marked incorrectly are considered void.
- The vote is announced by the Chairperson and recorded by the secretary.

## **ABSTENTIONS**

When a member abstains (does not vote) the abstention is not considered in the outcome of the vote since the result is determined by votes cast. Abstentions are noted for the record to verify that the total number of voting members present constitutes a quorum (see pie chart below).



**Example of Abstentions:** If 10 of 100 voters abstain, substantial unanimity is determined from the votes cast by the remaining 90 members ( $2/3$  of 90 = 60)

## **RECONSIDERATION OF A VOTE ON A MOTION**

- Request can only be made by one who voted with the majority and now wants to change his or her vote.
- Requires a second.
- Must be made on the day of the original action.
- The motion to reconsider is debatable.
- Only a majority vote is required.
- If the majority votes to reconsider, full debate is resumed on the original motion.
- Discussion is limited to new considerations of the original motion under debate.
- No action may be reconsidered twice.

## **ASKING FOR AN INDICATION OF CONSENSUS OR DIRECTION**

During the consideration of a topic or motion, the Chairperson may seek input from voting members by asking for a show of hands in response to a question posed by the Chairperson. This input may be used at the Chairperson's discretion to identify how best to proceed with the matter under consideration. This is not a vote of any kind – formal or informal. It is not binding and abstentions are not relevant.

## **UNANIMOUS CONSENT**

A procedure that the Chairperson may use during routine business to decide on an action or adopt a motion without a formal motion.

- The Chairperson suggests a specific action (i.e., approval of minutes or treasurer's report).
- Any voting member may say "Objection" or "I object" to prevent the unanimous consent to adopt the action.

- If there is objection, the action is processed as a formal motion.
- If no voting member objects, the action is adopted.

## **ELECTIONS**

### Area Officers

- Elections are held during the September Assembly in the 3rd year of each 3-year term.
- Saturday's business meeting: hearing any Officer and coordinator reports voting on any motions.
- The Sunday business meeting is devoted to election proceedings only.
- Elections of Area Officers will be by written ballot when meeting face-to-face and by electronic ballot when meeting virtually using the candidates' names.
- When electing Area officers, voting for Regional Trustee Nominations, and affirming Area Trustees-at-Large, allow the option of voting "none" for one or more names on a ballot.
- Only outgoing GRs vote for incoming Delegate and other officers from among the outgoing DRs or any member who has served as DR and still attends Area Assembly regularly.
- For each position:
  - The Chairperson will ask of those eligible who is willing to stand.
  - Each candidate is asked to give a brief history of his or her AI-Anon service.
  - Each voting member writes a candidate's name on a ballot.
  - The ballots are then collected and tabulated by those persons designated by the Chairperson.
  - Results are provided to and announced by the Chairperson.
  - If there is no 2/3 vote for any one candidate:
    - Candidates are provided an opportunity to withdraw from consideration or continue standing;
    - Subsequent ballots are taken until either: a) a 2/3 vote is achieved; or b) at the Chairperson's discretion, a majority is achieved.

### Area Trustees at Large

- Elections are held each year during the September Assembly.
- Affirmation of Trustees At Large will be by written ballot when meeting face-to-face and by electronic ballot when meeting virtually using the candidates' names.
- When electing Area officers, voting for Regional Trustee Nominations, and affirming Area Trustees-at-Large, allow the option of voting "none" for one or more names on a ballot.
- Area Trustees must be 23 years of age or older. Area Trustees At Large must be currently active in AI-Anon for at least 5 consecutive years, the last two of which must be in Georgia. Hardcopies of nominee(s) resume will be handed out to GRs to review prior to voting and collected after voting to be shredded.
- Current GRs in attendance at Assembly vote to affirm Trustees-at-Large.
- The Chairperson will ask the nominee(s) to give a brief history of his or her AI-Anon service.
- Each voting member writes a candidate's name on a ballot.
- The ballots are then collected and tabulated by those persons designated by the Chairperson.
- Results are provided to and announced by the Chairperson.
- A majority vote is required for affirmation of the nominee.

### Area Convention & Alateen Conference Co-Chair/Chair

- Elections are generally conducted at each May Assembly.
- Any Al-Anon in attendance may vote.
- For Area Convention Co-Chair/Chair, any Al-Anon member may stand who comes from within the geographical boundaries of the zone in which the convention they chair will be held.
- For the Alateen Conference Co-Chair/Chair, any Al-Anon member who is or is willing to become certified as an Al-Anon Member Involved in Alateen Service (AMIAS) may stand.
- Voting method by default is by show of hands when meeting face-to-face or by electronic ballot when meeting virtually.
- For each position:
- The Chairperson asks of those eligible who is willing to stand.
- Each candidate is asked to give a brief history of his or her Al-Anon service.
- Each candidate is asked to leave the room.
- A standing counted vote may be conducted at the Chairperson's discretion or if requested by a member when meeting face-to-face.
- After each vote, candidates return to the room and the results are announced by the Chairperson.
- If there is no 2/3 vote for any one candidate:
- candidates are provided an opportunity to withdraw from consideration or continue standing;
- subsequent votes are taken until either: a) a 2/3 vote is achieved; or b) at the Chairperson's discretion, a majority is achieved.

## SUMMARY OF MOTIONS

PURPOSE	MOTION TO USE	TO PASS
To propose an action or decision to the Assembly	Motion	Substantial Unanimity (2/3)
To alter or modify the wording of a motion	Amend	Majority
To defer action until a later time	Table the motion	Majority
To stop discussion/debate	“Calling the Question”	2/3
To correct hasty action	Reconsider the vote	Majority
To send to a committee for further study	Refer to Committee	Majority
To call attention to a violation of a procedure	Point of order*	No vote required
To obtain information or make a request of any kind	Request*	No vote required
To close the meeting	Adjourn	Majority

\*Does not require a second.

### UPDATE OF MANUAL

This manual will be corrected, amended, or modified as necessary when such changes are approved by a two-third (2/3) vote at the Area Assembly.

Source documents:

- 1)Current *AI-Anon/Alateen Service Manual*.
- 2)Conference Procedures Booklet of the World Service Conference.
- 3)Current Area 11 AI-Anon/Alateen Assembly Information and Archives Booklet
- 4)Current edition of *Robert's Rules of Order*.