

ALTERNATE DELEGATE

ELIGIBILITY

All former & outgoing Florida South District Representatives who have previously served a full 3-year term as District Representative and a full 3-year term as Group Representative, both in Florida South – total of six (6) years – and who have not previously served as Alternate Delegate or Delegate for a full 3-year term for Florida South Area 10.

PURPOSE

Serve a full 3-year term and be willing and able to fill in for the Area Delegate if he/she is unable to fulfill his/her duties. Perform duties related to the business of Al-Anon incorporation and act as parliamentarian and bell ringer at Area World Service Committee Meetings and Assemblies.

DUTIES

- Attend and vote on business at two (2) AWSC Meetings (*Winter & Summer*) in Years 1 & 2 of the panel and three (3) AWSC Meetings (*Winter, Summer, & Turn-Over*) in Year 3.
- Attend Spring & Fall Assemblies, Area Service Seminars, Tradition & Concept Workshops, TEAM events, and all other Area events.
- Give oral report and provide written report for all AWSC Meetings - *45 copies in the Panel Bins*.
- Give oral report and provide written report for all Assemblies - *45 copies in the Panel Bins and 125 copies for GR folders. (Note: 175 copies for GR folders at the Fall Election Assembly in Year 3 of panel.)*
- Prepares written report or article to the Newsletter (Sunshiner) Coordinator by the deadline requested by the Sunshiner Coordinator.
- Maintain a generic email address that can be passed consistently from panel to panel, changing only the password by the new panel member. (*altdelegate10@gmail.com*)
- Reply promptly to all communications - emails, phone calls, texts, mail, etc.
- Willing to serve as a support to the new Incoming panel members.
- Available to accept invitations to speak with any District within Florida South Area 10.
- Keep receipts/records of all expenses for reimbursement. (*Note: gas & tolls receipts are not mandatory*).
- Sit on “Area Alateen Appeal Committee” in accordance with the “Process to Confidentially Resolve Complaint or Allegation Regarding an AMIAS – AMIAS Appeal Process.”
- Complete and have Officers sign the Conflict of Interest document annually and send it to our CPA.
- Is familiar with AFG Florida South Area 10 By-Laws.
- File Annual Report online with State of Florida by May 1st. (*Note: Delegate, Alternate Delegate, Chair, and Treasurer are listed as Officers on sunbiz account.*)
- Work with Area Treasurer and CPA to ensure timely filing of corporation taxes.
- Complete Local Business Tax document annually by September 30th.
- File Sales Tax Exemption paperwork for renewal every five years. (*Good until 2017*)
- Make hotel reservations for Panel for the AWSC Meetings and Assemblies, if requested by Area Chair.
- If desired, can attend Southeast Regional Delegates Get Together. (*See Delegate for more information*)