

## **ALTERNATE DELEGATE - Job Description** *(Fellowship side)*

***(generic email goes here)***

### **Eligibility Requirements for the Position:**

All former and 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. (This is a 3-year commitment.)

### **Corporate Responsibilities:**

- Serves as an officer, one of two Vice Presidents, of the Corporation, and as an officer is a member of the Board of Directors and the Executive Committee of the Board of Directors.
- Is listed as an officer of AFG Florida South (Area 10), Inc. with the Florida Division of Corporations during the three year panel. It is important to note that the officer's full name and address is listed on sunbiz.org, and is thus not anonymous.
- Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.

### **Job-Specific Duties and Responsibilities:**

- Shall be an aide to the Delegate and shall perform the duties of the Delegate in the absence or disability of the Delegate. The Alternate Delegate shall perform such other duties as may be delegated by the Area Chairperson and/or the Florida South Assembly.
- Serves a full 3-year term and is willing and able to fill in for the Area Delegate if he/she is unable to fulfill his/her duties.
- Acts as parliamentarian and bell ringer at Area World Service Committee Meetings (AWSC) and Assemblies.
- Sits on "Area Alateen Appeal Committee" in accordance with the "Process to Confidentially Resolve Complaint or Allegation Regarding an AMIAS – AMIAS Appeal Process."
- Makes hotel reservations for Panel for the AWSC Meetings and Assemblies, if requested by Area Chairperson.
- If desired, can attend Southeast Regional Delegates Get Together. *(See Delegate's job description for more information)*

## General Duties and Requirements:

- Attends and casts votes on business at two (2) (Winter and Summer) Area World Service Committee Meetings (AWSC) in years one and two of the panel, and three (3) AWSC meetings in year three of the panel.
- Attends two (2) Assemblies (Spring and Fall) each calendar year for all three years of the panel.
- Prepares and presents a written report for each AWSC meeting, complying with any deadline and method for submission established by the Chairperson. **(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Prepares and presents a written report for each Assembly, complying with any deadline and method for submission established by the Chairperson. **(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
- Participates at district events within Florida South Area 10, when invited.
- Participates in all WSO communication opportunities, i.e., conference calls and *AFGConnects*.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Serves as a support to the corresponding/new incoming panel member.
- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Must have computer and internet access.
- Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
- Participates in “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Assures that written notes of the breakout meeting are provided to the Area Secretary.
- Failure to be present at two consecutive Area World Service Committee/Assembly meetings (combined) is grounds for removal and replacement of an Officer.)