

DELEGATE - Job Description *(Fellowship side)* ***(E-mail changes with each Delegate)***

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 a full 3-year term as Delegate 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:

- The Delegate serves for one full panel (3 years), and then for one additional panel (3 more years) on the Area World Service Committee (AWSC) as the Immediate Past Delegate. The duties of the Immediate Past Delegate are at the discretion of the Florida South Area, currently as the Area Alateen Process Person (AAPP).
- The Delegate is a channel through which information flows from the members of the Area to the World Service Office and back again from the World Service Conference to the Members.
- The Delegate attends and reports to the AWSC about the Southeast Regional Delegates Get-Together (SERDGT) which currently takes place each year on the third weekend in March.
Note: Attends the SERDGT with the incoming Delegate during the first year as the Immediate Past Delegate.
- The Delegate attends the World Service Conference (WSC) each year, which is generally held in mid-April. The Conference is a 5-day meeting starting from early morning to sometimes late at night. A report is presented to the Assembly on what occurs at the World Service Conference.
- Discusses with the Area Chairperson how much time to provide on the agenda for presentation of oral report.
- Acts as a bridge of understanding that links the groups in the Area with world Al-Anon / Alateen to help them continue to function in unity.
- Resolves conflicts which arise within the Area.
- Is familiar with the World Service Handbook and has a good understanding of the Traditions and the Concepts.
- Explains the importance of Service Sponsorship and encourages the panel to have a Service Sponsor.
- Works with the Area Chairperson to create an atmosphere of harmony on issues affecting the Area.
- Acts as an Advisor for WSO Collaborative Events and participates in the Conference Calls.

- Attends and participates in the Area Service Event and /or WSO Collaborative Event.
- Supports each District Representative and is available to them as well as to the Area Coordinators to help them to be successful.
- Is available to every member to answer questions and be supportive.
- Sits on “Area Alateen Appeal Committee” in accordance with the “Process to Confidentially Resolve Complaint or Allegation Regarding an AMIAS – AMIAS Appeal Process.”

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*.
- Maintains the e-mail address used by the Delegate to assure continuing communication with WSO and other Delegates.
- 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.
- If any Area Officer fails to perform the duties of that position, or does not attend any two (2) meetings during a twelve (12) month period, (from the first missed meeting), including Florida South (Area 10) ASSEMBLY or Area World Service Committee (AWSC) Meetings, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (Area 10) ASSEMBLY Meeting and the Area Officer will be removed effective immediately.
- Each Area Officer (Delegate, Alternate Delegate, Area Chairperson, Secretary, Treasurer) shall hold only one (1) Florida South (Area 10) ASSEMBLY Position* and assumes the position until completion of the Panel, their death, resignation or removal in the manner hereafter as provided in the “Removal/Resignation of Area Officer Policy.”
- *See documents on Area 10 website