

Florida South (Area 10) ASSEMBLY
ALTERNATE DELEGATE – Job Description
altdelegate@afgfls.com

Eligibility Requirements for the Position:

- All former and outgoing Florida South (Area 10) (FL-S) 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 (FL-S) – total of six (6) years – and who have not previously served as Alternate Delegate or Delegate for a full 3-year term for (FL-S) This is a 3-year commitment.
- Note: Each Area Officer (Delegate, Alternate Delegate, Area Chairperson, Secretary, Treasurer) shall hold only one (1) FL-S ASSEMBLY Position per Panel

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 other duties as may be delegated by the Area Chairperson and/or the 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 (AWSC) (AWSC) Meetings and FL-S Assemblies. Becomes familiar with Robert Rules of Order and the Al-Anon-Alateen Service Manual.
- Sits on “Area Alateen Appeal Committee” in accordance with the “Process to Confidentially Resolve Complaint or Allegation Regarding an AMIAS – AMIAS Appeal Process.”
- Coordinates/Makes hotel reservations for Panel members for the AWSC meetings and Assemblies if/when requested by Area Chairperson.
- If desired, can attend Southeast Regional Delegates Get Together (SERDGT) at their own expense. (See Delegate’s job description for more event information).

General Duties and Requirements:

- Attends and casts votes on business at AWSC meetings during the Panel.
- Attends Assembly meetings as a non-voting member during the Panel.
- Attends and participates in FL-S Executive Committee/Assembly Officer meetings as scheduled and any special meetings of the Officers, when scheduled by the Area Chairperson.
- Prepares and presents a written report for each AWSC and Assembly meeting, complying with any deadline and method for submission established by the Area Chairperson.

- Participates at District Events within FL-S when invited.
- Attends FL-S events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
- Participates in WSO communication opportunities, i.e., conference calls when applicable and AFG Connects (if available).
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Shall serve as a support to the incoming Alternate Delegate.
- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Must have computer, and internet access, and ability to participate in virtual platforms. Must be able to use word processing, open PDF or compatible programs and be otherwise computer literate to manage electronic voting and access on-line registration program that may be used by the Area.
- Participates in “break-out” meetings whenever on the agenda for AWSC and Assembly meetings. Assures that written notes of the breakout meeting are taken and provided to the Area Secretary.
- Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc and has knowledge and access to FL-S Policies, Procedures, Guidelines and Processes. (See Documents on FL-S Website)
- At the discretion of the Area Chairperson, may be appointed with additional responsibilities to serve FL-S.

Pursuant to Florida South (Area 10) Removal/Resignation of Area Officer Policy: 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.

If the Alternate Delegate does not submit their resignation, 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 Coordinator will be removed effective immediately.

Note: CORPORATION: Al-Anon Family Groups Florida South, (Area 10) Inc. The ALTERNATE DELEGATE of the Fellowship is also a Director/Trustee of the Corporation and is listed as a Director of Al-Anon Family Groups Florida South (Area 10) Inc. with the Florida Division of Corporations during the three-year panel. It is important to note that a Director’s full name and address may be listed on sunbiz.org and therefore information is not anonymous. The Corporate Job Descriptions for each Director are outlined in the “Al-Anon Family Groups Florida South (Area10), Inc. Corporate Job Descriptions” Document.