

Florida South (Area 10) ASSEMBLY

DELEGATE - Job Description

(E-mail changes with each Delegate)

Eligibility Requirements for the Position:

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

Note: The Delegate serves for one full panel (3 years), and then for one additional full panel (3 more years) on the AWSC as the Immediate Past Delegate (IPD) and Area Alateen Process Person (AAPP).

Job-Specific Duties and Responsibilities:

AREA

- Acts on behalf of FL-S as the “link of service” that channels information from the members of FL-S to the World Service Office (WSO) and back again from the World Service Conference (WSC) to the FL-S Members to help them continue to function in unity.
- Discusses with the Area Chairperson how much time to provide on the agenda for presentation of oral report at AWSC and Assembly Meetings.
- Helps resolve conflicts which may arise within FL-S.
- Is familiar with the World Service Handbook section in the AI-Anon/Alateen Service Manual and has a good understanding of the Traditions and the Concepts.
- Works with the Area Chairperson to create an atmosphere of harmony on issues affecting FL-S as a whole.
- Supports all AWSC members in their service position and encourages *Rotation of Service* and *Service Sponsorship*.
- Encouraged to participate in a District Meeting and/or District Event in each District in FL-S during the Panel.
- Is available to every member of FL-S to answer questions and be supportive.
- Solicits Chosen Agenda Items (CAIs) from FL-S members (twice a year) for discussion consideration at the World Service Conference (WSC).
- Prepares and presents a written and oral Southeast Regional Delegate’s Get Together (SERDGT) Report for FL-S Assembly Meeting on what occurred at the SERDGT.

- Prepares and presents a written and oral report for all AWSC and Assembly Meetings on what occurred at the WSC.
- Delegate and Area Chairperson shall be ex-officio members of Committees/Task Forces and Thought Forces (with a voice but not a vote).
- 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 all AWSC Meetings as a voting member during the Panel.
- Attends all Assembly Meetings as a non-voting member during the Panel.
- Prepares and presents a written and oral report for each AWSC and Assembly Meeting, complying with any deadline and method for submission established by the Area Chairperson.
- Attends and participates in Officer/Executive Committee Meetings, and any Special Meetings of the Officers, when scheduled by the Area Chairperson.
- Attends FL-S Service Events, and conducts workshops on the Delegate’s service position, or other topics, depending on the theme of the event.
- Participates at District Events within FL-S, when invited.
- Becomes familiar with the Bylaws of Al-Anon Family Groups Florida South (Area 10), Inc and has knowledge of, and access to, FL-S Policies, Procedures, Guidelines and Processes. (See Documents on FL-S Website)
- Maintains unique e-mail address used only by the Delegate to assure continuing communication with WSO, other Area Delegates, and members in FL-S.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Serves as a support to the Incoming Delegate.
- Submits receipts to the Area Treasurer, using the appropriate Area Reimbursement Form.
- 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 programs that may be used by FL-S.
- Submits Delegate’s Report to Area Chairperson/Web Coordinator for posting on the FL-S website.
- Participates in “Break-Out” Meetings whenever on the agenda for FL-S AWSC and Assembly Meetings.

REGION

- Attends annual SERDGT on the third full weekend in March. (Location changes yearly.)
 - Meets and greets Incoming and Past Delegates (and current Alternate Delegates) from the SE Region, shares FL-S “Area Highlights, and submits/participates in “Timely Topics” discussions.

Note: Attends the SERDGT with the Incoming FL-S Delegate during the first year of the new Panel as the Immediate Past Delegate (IPD).

WSO

- Acts on behalf of FL-S for WSO Collaborative Events (such as Road Trip) and participates in the planning of the Events.
- Participates in all WSO communication opportunities, i.e., conference calls, virtual meetings, emails, phone calls, and *AFGConnects*.
- Disseminates WSO Job openings communicated by WSO, in conjunction with the Area Chairperson (twice per year).
- Completes “AWSC Update Form for Notifying the WSO of Changes” with FL-S Officer, Coordinator, and DR names, addresses, email addresses, phone #'s, and term start and end dates. Verifies information annually against WSO printout; and updates and submits Form to WSO when there are any changes.
- Sorts (by District) the “Contributions to WSO from FL-S” document received from WSO and distributes information to DRs (twice a year).
- “*Approve or Deny*” requests from WSO for Electronic Group transfers from FL-S to the Global Electronic Area (GEA) and from the GEA to FL-S in accordance with FL-S Procedure/Checklist Processes.

WSC

- Submits “FL-S Area Highlights” to the WSC Committee prior to Conference.
- Submits two (2) CAIs from FL-S to the WSC Committee for review.
- Reads CAIs submitted from all Area Delegates and cast votes on CAIs to be considered for discussion at WSC.
- The Delegate prepares, attends, participates, and votes at the World Service Conference (WSC) each year, which is held in mid-April. The Conference is a 5-day meeting starting from early morning to sometimes late at night, in which the business of AI-Anon worldwide is conducted.
- Attends virtual “Chairman of the Board (COB) Letter” presentation (quarterly).
- Emails FL-S Panel updates from COB, Conference Leadership Team (CLT), Finance, and Policy Committee Reports. Note: Every three (3) years, there is also an Executive Committee on Real Property Management (ECRPM) Report.

- Participates on WSC Committee(s) and performs duties related to the position. (Ex: Literature, Policy, Conference Committee on Trustees, Thought/Task Forces, etc.)
- Prepares and shares a three (3) minute message with Conference members on service experiences and personal growth as it relates to the Conference theme. (400 words or less in the 3rd year of Panel)
- Attends virtual meetings with other Area Delegates on the same Panel to share ESH and to collaborate, create, and perform a skit presented at the Closing of the WSC. (3rd year of Panel)

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.

CORPORATION: AI-Anon Family Groups Florida South (Area 10), Inc.

The DELEGATE of the Fellowship may be elected as a Director/Trustee of the Corporation. The Corporate Job Descriptions for each Director/Trustee are outlined in the "AI-Anon Family Groups Florida South (Area10), Inc. Corporate Job Descriptions" document.