

## **Maryland & District of Columbia Area**

### **Suggested Guidelines for World Service Delegate**

**April 2017**

The **World Service Delegate** is a Director of the Corporation and is the channel through which information flows between the Area and World Service Office. S/he represents all groups in her/his area once a year at the World Service Conference and reports back to the Assembly on developments at the World Service level.

#### **Eligibility and Qualifications:**

- Need to have served a full term as District Representative in Maryland and District of Columbia Area.
- Be available to serve for three years.
- Be thoroughly familiar with the
  - Al-Anon/Alateen Service Manual.
  - Guidelines from the World Service Office, especially those regarding the duties of Area Officers.
  - The Area Articles of Incorporation and the Area Bylaws.
- Have a thorough knowledge of the Steps, Traditions and Concepts of Service.
- Have sufficient time to fulfill World Service Conference (WSC) responsibilities, including: Doing necessary preparation for the WSC.
  - Attending the WSC.
  - Preparing and presenting the WSC report for the Spring Area Assembly.
  - Participating in committee or working group activities.
  - Responding to inquiries from the WSO and from Al-Anon members.
  - Keeping up with information on eCommunities.
- Be willing to have name, address, phone number, and Email address available to Al-Anon members..
- Be available to travel throughout the Area to attend Al-Anon/Alateen functions.
- Be able to use Email and to access information on WSO's eCommunities system.
- Understand that accepting this position means becoming a Director of AFG of MD & DC Inc and incurring legal and fiduciary responsibilities.

## **Responsibilities and Duties:**

- The World Service Delegate is a member of the Area Steering Committee. The members of the Area Steering Committee have additional obligations and responsibilities. See the *Guidelines for Area Steering Committee Members*.
- The duties of the World Service Delegate are described in the current *AI-Anon/Alateen Service Manual*.
- Fulfill World Service Conference (WSC) responsibilities as described above.
- Attend all Area AWSC and Assembly meetings.
- Assist the Area Chairperson in preparing agenda for each Area World Service Committee (AWSC) meeting.
- Based on recommendations of the AWSC, assist the Area Chairperson in preparing agenda for each Area Assembly.
- Present World Service Conference report at Spring Area Assembly and publish report in Area newsletter.
- Attend District and AI-Anon Information Service meetings throughout the Area, when invited.
- Attend the annual Northeast Regional Delegates (NERD) weekend.
- Prepare articles for the Area newsletter.
- Work with Alternate World Service Delegate, keeping him/her informed of all activities.
- Maintain a notebook containing Delegate activities to be given to the next Area Delegate.
- Share experience, strength and hope for the Area in written or typed form to be given to the Area Archivist at the end of term of service.