



NORTH CAROLINA / BERMUDA AL-ANON / ALATEEN AREA WORLD SERVICE COMMITTEE

District Representative

The North Carolina / Bermuda Al-Anon / Alateen Area Bylaws, Article I, Section 3, states:
“District Representatives (“DRs”) are elected by Group Representatives together with other district officers.”

As defined by the 2006-2009 Al-Anon / Alateen Service Manual, p. 143:

“The DR is elected from among the incoming, outgoing, or active past GRs in his home district prior to the Assembly or by caucus at the Assembly. Each DR represents one district within the Area. He helps the groups in his district understand their relationship and responsibility to the worldwide fellowship.”

District Representative Duties—from the 2006-2009 Al-Anon / Alateen Service Manual, p. 144

“The duties of the DR are

- to call and chair district meetings at regular intervals
- to help the Delegate in every way possible in disseminating Conference information and reports
- to keep in touch with the GRs of his district to learn the views of the groups and their problems, which, in turn, he may report to the Area World Service Committee or the Delegate
- to visit all the groups in his district, particularly new groups, to make sure they are getting necessary information and help
- to help the groups understand and apply the Traditions, which guide us in our fellowship activities
- to prepare and update a mailing list of the GRs in his district for the Area World Service Committee (NOTE: Area 42 does not maintain a list of GRs but uses the group’s Current Mailing Address for mailing purposes.)
- to urge every group to complete and promptly return the group data sheets sent out annually by the World Service Office
- to check the group’s Current Mailing Address (CMA) with each GR in the district to determine if it is correct
- to make sure mail from the WSO is reaching the groups and being shared with the members
- to attend Area World Service Committee meetings and report to the Area World Service Committee on activities within his district
- to notify the Area World Service Committee and WSO of groups that have disbanded”

Other duties include

- to keep in touch with the officers and coordinators of the district

Maintaining Group Records

- The DR provides information for new Al-Anon groups or changes in information for existing Al-Anon groups and forwards to the Alternate Delegate.
- The DR completes the “Alateen Registration / Group Records Change Form” for Alateen groups and forwards to the Alateen Coordinator who sends this on to the Alternate Delegate when appropriate.

- The Alternate Delegate notifies the DR of any group that has been designated as “No Mail Status” and requests the DR to determine if there is a valid current mailing address (CMA). The District Representative updates the current mailing address and list of the GRs in his or her district for the Alternate Delegate.
- The District Representative verifies and approves, if appropriate, all applications and recertifications for AI-Anon Members Involved in Alateen Service. The applications are mailed to the Area Alateen Coordinator.
- The District Representative identifies groups that will accept e-mail correspondence for area communication and provides this information to the Alternate Delegate when requested.

Area World Service Committee (AWSC)

- The DR has voice and vote on the AWSC.
- The DR represents the groups in his/her district at Area World Service Committee meetings.
- The DR is assigned to one of the various Service Arms; this assignment may rotate during the three-year service term.
- The DR’s expenses for AWSC activities related to transportation, meal and hotel are reimbursed through the district treasury.
- The DR brings forward any questions or concerns from his or her district during the District Representative Forum and announces district events or news.
- The DR prepares a written quarterly report on district events for the Area Newsletter. Type size, font, and deadline are determined by the Area Newsletter Editor.
- The DR has access to an e-mail account for AWSC communications or arranges to have an “e buddy” who will receive e-mails on his or her behalf.
- The DR regularly checks the area G-mail account for his / her district or arranges to have these e-mails forwarded to a personal account.

Area Assembly

- The DR has voice at the Area Assembly.
- The DR’s expenses related to transportation, meal and hotel are reimbursed through the district treasury.
- The DR prepares a report for the Area Assembly and submits it to the Area Chairperson by the designated deadline. Copies are provided at the Area Assembly.
- The DR assists with registration, assuring that all voting GR’s and non-voting members from his/her district are signed in and have paid the registration fee.
- The DR helps to plan and coordinate the Area Assembly if his/her district is the hosting district. (See the “North Carolina / Bermuda AI-Anon / Alateen Assembly Guidelines.”)

World Service Office (WSO)

- The District Representative encourages GRs to notify group members of the WSO appeal letter to individual members and encourage their participation.
- The District Representative informs GRs that they are *The Forum* representative for their group.

For additional information, see the following *WSO Guidelines*, available on the members’ website:

- G-15 “District Meetings”
- G-37 “District Representatives”