



Transition Meeting Guidelines

Purpose:

The purpose of the Transition Meeting is to introduce and briefly orient new members of the Area World Service Committee (AWSC) and to clarify roles and responsibilities.

General Information:

- The Transition Meeting is held Friday night prior to the first AWSC meeting of the new panel. The Transition Meeting is held from 7:00 p.m. to 8:00 p.m. with the District Representative (DR) Orientation immediately following.
- The Area Officers, Area Coordinators and DRs attend this Transition Meeting.
- The Area Secretary provides a supply of nametags. All AWSC members write their first and last name and their service position on their nametag.
- There is no Convention Committee meeting at the time of the Transition Meeting.
- The Transition Meeting does **not** take the place of a full orientation of the new officers, coordinators, and DRs by the outgoing officers, coordinators, and DRs.

Agenda:

- **7:00 p.m. Serenity Prayer and Welcome**
- **Introductions**
- **AWSC Description, Function and Suggested Practices** by the Area Delegate (See Addendum A)
 - Area Chairperson reviews the format of “knowledge based decision making for an informed group conscience”
 - Area Secretary provides a set of all guidelines, motion lists, etc to the new panel and encourages members to read the passed motions from both the AWSC meeting and the Assemblies
 - Area Treasurer reviews the “Guidelines for Travel Expenses”
 - Alateen Coordinator reviews the “AI-Anon Members Involved in Alateen Service” application and approval process
 - Determine “substantial unanimity” for new panel
 - Discuss the importance of a service sponsor
- **Roles and Responsibilities of Officers and Coordinators**
- **Questions and Answers**
- **8:00 p.m. Motion to Adjourn**
- **Close with the AI-Anon Declaration**
- **District Representative Orientation** (See Addendum B)

Addendum A

AWSC Description, Function and Suggested Practices

Definition of the Area World Service Committee (AWSC)

According to the 2006 - 2009 AI-Anon / Alateen Service Manual page 118 the description of the AWSC is "This Committee consists of the officers of the Assembly, District Representatives, Coordinators, and liaison members, who meet between Assemblies to discuss Area and district matters, plan the agenda for the Assembly, initiate projects, and make recommendations to the Assembly. All Committee members may vote at the meetings of the Area World Service Committee." According to the Bylaws of the North Carolina / Bermuda AFG, Inc., the AWSC is unable to make recommendations.

According to the Bylaws of the North Carolina / Bermuda AFG, Inc., Article VI, Section 6:

"Voting. Voting members of the AWSC are the officers of the corporation, with the exception of Past Delegates, and as such shall follow the Voting Procedures herein defined. Past Delegates do not have voting rights at the Area World Service Committee meetings."

The description of the AWSC members is in the Bylaws of the North Carolina / Bermuda AFG, Inc., Article VII, Section 6 – 17.

Function of the AWSC:

According to the 2006-2009 AI-Anon Alateen Service Manual page 149, "The primary function of the Area World Service Committee is to plan for the general improvement of both the Assembly and the groups."

According to the Bylaws of the North Carolina / Bermuda AFG, Inc., Article VI, Section 2:

"AWSC Functions. The primary function of the AWSC is to plan for and improve Assemblies, Area Workshops and Area Conventions, publish a quarterly newsletter and provide a link of service through its Delegate to the World Service Conference."

Suggested Practices of the Area World Service Committee

- The agenda for the AWSC meeting is distributed 4 weeks in advance of the meeting.
- Contact the Chairperson in advance of the meeting if wishing to place any topic(s) on the agenda. The Chairperson may request background information to be prepared for an attachment to the agenda.
- The Chairperson is informed in advance if an AWSC member is not able to attend.
- Inform the Chairperson if planning to bring a non-member of the AWSC. The non-member of the AWSC is responsible for their own lunch. Non-members of the AWSC have neither voice nor vote. They sit at the AWSC table when invited and room is available.
- All members of the AWSC are to email their report to all members of the committee the Wednesday prior to AWSC meetings.
- If an AWSC member or their alternate is unable to attend the AWSC meeting, they are responsible for sending in announcements to the Alternate Delegate by Wednesday prior to AWSC meeting.
- Please be on time.
- Common courtesy is expected at all times. In order to speak, one is asked to raise their hand to be recognized by the Chairperson. Please do not speak while another person is talking or giving their report.
- There are no scheduled smoking or toilet breaks. If a member needs to take a break, they are responsible for obtaining information discussed during their absence.
- Discussions are often "lively" and are delivered in a non-judgmental manner.
- Not all information discussed during the AWSC meetings is brought back to the fellowship. If unsure, please ask the Chairperson.
- The AWSC follows the North Carolina/Bermuda AI-Anon/Alateen Assembly Voting Procedures.
- Study your service manual.
- Consider utilizing a "service sponsor" if one's regular sponsor has not previously held the position.

Addendum B
District Representative Orientation

General Information

The District Representative (DR) Orientation is conducted at the Transition Meeting which is held Friday night prior to the January AWSC meeting of the new panel. The Alternate Delegate conducts the orientation.

Outline for Orientation

1. Serenity Prayer
2. A brief review of the Guidelines for District Meetings (G-15), the service arms structure, Links of Service (S-28) and the February / March 1996 issue of Inside Al-Anon (Part III-DRs).
3. Review the Group Records Change Form and the process for updating information.
4. Encourage the DRs to pace the presentation of information to the Group Representatives, as too much information at once can be overwhelming. The District meetings need to have discussion time for group issues. Recommend that the DRs write items that don't need discussion in their report to the District. Ex. Dates of WSC, Convention, Assemblies, and addresses to send donations.
5. Encourage DRs to delegate tasks to their Alternate DR.
6. Encourage the DRs to read the passed motions from both the AWSC meeting and the Assemblies.
7. Encourage questions, but if time runs out, have them bring up their questions at the AWSC meeting. Let them know that they can ask questions and bring up District concerns during the "DR Forum" at all AWSC meetings.
8. Close with the Al-Anon Declaration.