



NORTH CAROLINA / BERMUDA AFG, INC. AREA WORLD SERVICE COMMITTEE

Alternate Delegate

The North Carolina / Bermuda AFG, Inc. Bylaws, Article VII ~ Duties of Officers, Section 2, define the role of the Alternate Delegate as:

“THE FIRST VICE PRESIDENT (ALTERNATE DELEGATE). The First Vice President shall be an aide to the President and shall perform the duties of the President in the absence or disability of the President. The Board of Trustees shall in its sole discretion determine the matter of the President’s disability. In the event the Board determines that disability has occurred, the office shall be deemed vacant. The Board of Trustees may elect a successor to serve until the next meeting of the North Carolina / Bermuda AFG Assembly.”

Alternate Delegate Duties

- The Alternate Delegate serves as The Forum Coordinator.
- The Alternate Delegate coordinates Assemblies and Area workshops.
- The Alternate Delegate provides a Group Representative (GR) Orientation at Assemblies.
- The Alternate Delegate serves on the Convention Site Selection Committee.

Area World Service Committee (AWSC)

- The Alternate Delegate has voice and vote on the AWSC.
- The Alternate Delegate attends the annual meeting of the Board of Trustees (Officers) immediately following the first AWSC meeting of each year.
- The Alternate Delegate prepares a report for each AWSC meeting and e-mails it to the Area Secretary at least one (1) week prior to the meeting.
- The Alternate Delegate’s expenses for AWSC activities related to transportation, meals, hotel and required supplies are reimbursed through the Area Treasury.
- The Alternate Delegate serves as the timekeeper at all AWSC meetings.
- The Alternate Delegate chairs the AWSC meeting should the Area Chairperson be absent.
- The Alternate Delegate prepares (in July or according to the Area Treasurer’s schedule) a list of anticipated expenses the upcoming budget year.
- The Alternate Delegate conducts the District Representative Orientation portion of the Orientation Meeting held the Friday night prior to the first AWSC meeting of the new panel.
- The Alternate Delegate has access to an email account for AWSC communications.
- The Alternate Delegate regularly checks the area generic email account or arranges to have these emails forwarded to a personal account.

Area Assembly

- The Alternate Delegate attends the regular meeting of the Board of Trustees (Officers) immediately following the Spring and Fall Assemblies in May and November, respectively.
- The Alternate Delegate prepares a report for the Area Assembly and e-mails it to the Area Secretary by one (1) week after the Assembly.

- The Alternate Delegate's expenses related to printing of a report, transportation, meals, hotel and required supplies are reimbursed through the Area Treasury.
- The Alternate Delegate chairs the Assembly should the Area Chairperson be absent.
- The Alternate Delegate serves as or appoints the timekeeper at all Area Assemblies.
- The Alternate Delegate assists the Area Secretary in counting votes to ensure accuracy.
- The Alternate Delegate conducts the GR Orientation at the Area Assembly. The Alternate Delegate reviews each item in the "Welcome to the General Service Structure" packet. The "GR Orientation for Area Assemblies" located in the "North Carolina / Bermuda AI-Anon / Alateen Assembly Guidelines" provides information related to the orientation.
- The Alternate Delegate prepares the GR Orientation packets (usually 40 with the exception of an election year, when 60 need to be prepared) according to Assembly Guidelines. Updated area documents are included in each packet.
- The Alternate Delegate (in cooperation with the District Representative from the hosting Assembly district) prepares a letter or memo to the Group Representatives that includes the menu for lunch so members can make accommodations based on their dietary preferences / restrictions.
- The Alternate Delegate coordinates the Assembly with the hosting district (see the "North Carolina / Bermuda AI-Anon / Alateen Assembly Guidelines") by:
 - Assessing the suggested Assembly site to ensure that the size is sufficient for our fellowship.
 - Providing sign-in boards; registration sign-in sheets for voting, non-voting and out-of-state members; pens; badge holders; and printed badge blanks.
 - Providing the Twelve Steps, Traditions and Concepts banners to be displayed in the Assembly hall.
 - Providing the North Carolina and Bermuda flags and holders for the tables and any Audio/Visual equipment that is owned by the Area and needed for the Assembly.