

ALTERNATE DELEGATE

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Provide leadership.
- Assist the Delegate as requested.
- Remain active in Area 35 activities.

Responsibilities:

- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Work closely with the Delegate to remain informed.
- Become thoroughly familiar with the General Service Conference topics, agenda items, and background material.
- Prepare articles for the Northern Light Newsletter reporting on service activities.
- Keep the Delegate informed on any information received.
- Attend District meetings when asked providing information and experience.
- Communicate and talk with all Area Officers and Committee Chairs.
- Secure location, agenda, and prepare for Area 35 Service Workshop in January. This includes but may not be limited to:
 - Inviting guest such as a trustee, GSO staff member, etc. to attend Workshop.
 - Developing the agenda for the Winter Workshop and ask district's to participate and/or present at Workshop.
 - Getting a sign made each year with the annual Conference theme to use at events.
 - Submitting a report of the Winter Workshop to the fellowship at February Committee Meeting or upcoming Northern Light.
- Check with Districts to see if any within the zone want to hold Zonal Forums each year, rotating to the 4 zones during the rotation (2 Forums per year).
- Update information and make copies of packets for distribution at Zonal Forums.
- Present at the Zonal Forums on the assigned topics.
- Present and answer questions at the GSR Orientations at the Assemblies on the assigned topics.
- Represent the Area in regional or conference matters in the absence of the Delegate.
- Help familiarize new trusted servants (GSR's, DCM's, Area Committee Chairs, and District Committee Chairs) with their responsibilities and opportunities in Area 35 service.
- Cooperate in informing and helping Area 35 obtain more participation from its groups and districts.
- Ensure that Area 35 map is up to date, updating as needed, and provide members with map each year.
- Communicate items of interest or concern based on how other Area's operate.
- Continually review how Area 35 functions, how it communicates to insure that groups in the area are adequately served within the current structure.
- Monitor our service communication and suggest positive solutions.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable

disbursement of Area funds.

- Update the Trusted Servant Guidelines for the Alternate Delegate. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out, help the incoming Officers with sharing of experience, records, information, and any helpful suggestions for serving as an area officer.
