

## Delegate

Area 35, Alcoholics Anonymous, Trusted Servant Guidelines

Updated: August 2015

### Position Description:

- Provide leadership.
- Provide the primary communication link between AA as a whole and Northern Minnesota Area 35.

### Responsibilities:

- Attend all Area Committee Meetings, Area Assemblies, Area 35 Service Workshop, Area 35/36 Workshop and the Annual Area 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.
- Present and answer questions at the GSR Orientations at the Assemblies on the assigned topics. Present at the Zonal Forums on the assigned topics.
- Become thoroughly familiar with the General Service Conference topics.
- Work with the Area Chair to determine whether breakout session rooms are needed for agenda item discussions at the Spring Assembly.
- Compile a "hot topic" list of GSC agenda items to be distributed at February Area Committee Meeting (75 copies)
- Print copies of the WCRAASC flyer to distribute at the Winter Workshop (150 copies) and the February Area Committee Meeting (75 copies)
- Arrange opportunities in advance for making conference reports to Districts in Area 35.
- Review General Service Conference Advisory Actions that are not covered by other standing committees – i.e. Policy/Admissions, Report & Charter, Trustees, Conference, and International Convention Committees.
- Communicate information received in a timely manner to Area 35, making use of Area Assemblies and Committee Meetings, District meetings, Workshops, the Area Newsletter (Northern Light), and regular mailings or emails to the members of the Area 35 Committee.
- Attend District meetings when asked, provide reports and other information, and listen for the Districts group conscience and material presented.
- Get to know Area 35 trusted servants and make yourself available to assist members in service opportunities.
- Coordinate annual group information updates with the Group Records Secretary.
- Help Area 35 Action Committee understand how the Conference Advisory Actions apply to their committee activities.
- Assist Area 35 Action Committee Chairpersons in forwarding requests or suggestions to the General Service Conference.
- Encourage Area Action Committees to discuss General Service Conference topics and to respond to Advisory Actions.
- Assist the Alternate Delegate with the January Area 35 Service Workshop. Represent Area 35 in regional matters.
- Prepare articles for the Northern Light newsletter on service activities.
- Keep the Alternate Delegate informed in the event that the Delegate is unable to attend the General Service Conference.
- Continually review how Area 35 functions, how it communicates to assure the groups in Area 35 are adequately served within the current structure.
- Review and suggest updates to the trusted servant guidelines as necessary, cooperating with any other committee or any office in accomplishing this.

- 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 ensure the consistent and more predictable disbursement of Area funds.
  - Update the Trusted Servant Guidelines for the Delegate. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2<sup>nd</sup> year.
  - Work with the newly elected Delegate at the end of the second year:
    - Pass along knowledge of the General Service Conference procedures and problems.
    - Share statement of Financial Responsibility in preparing of the new Delegate's finances for the coming year.
    - Provide records, information, and any helpful suggestions for serving as an Area 35 Officer.
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