

**Position Description**  
**INDIANA AREA AL-ANON FAMILY GROUPS**

**POSITION NAME:** Alternate Delegate/Chairperson

**TERM LENGTH:** Three Years (Beginning January 1, after election)

**DESCRIPTION:** A District Representative (Past or Present) who has 5 current and consecutive years Al-Anon participation and is not also a member of Alcoholics Anonymous. The Alternate Delegate/Chairperson votes at the Area World Service Committee (AWSC) meetings but not at Area Assembly. The Alternate works closely with the Delegate and Chairperson to participate in AWSC activities and to replace the Delegate or Chairperson if they cannot fulfill his/her term.

**RESPONSIBILITIES:**

- Works with the Delegate and the Area Chairperson and becomes acquainted with all their duties.
- Attends all AWSC meetings and Area Assemblies.
- Organizes a dinner to welcome the speaker from the World Service Office (WSO) for the night before the Area Assembly.
- Reserves room at Assembly venue for WSO speaker for the night before Assembly.
- Arranges to have each set of Area books audited per Area Audit Procedure
- Negotiates contract with venue for rooms, meals, and dates at least two years out and signs contract.
- Forwards Negotiated venue contract to Area Chair and Area Treasurer.
- Oversees the setup of AWSC and Area Assembly meeting rooms.
- Manages staffing for the registration table at Area Assembly.
- Counts registrations and meals at Area Assembly and delivers income and tally to Area Treasurer.
- Attends Area Al-Anon/Alateen Convention and participates as requested by Convention Committee.
- Attends Alateen Conference, when in Indiana, and participates as requested by Conference Committee.
- Becomes certified as an Al-Anon Member Involved in Alateen Service:  
(See Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines)
- Attends North Central Regional Delegates Meeting.
- Relinquishes all other service positions during the term of office.
- Provides report for each AWSC, Area Assembly and *Lifelines* issue.
- Gives no opinion on candidates during nominations and elections.

**REFERENCES:** Al-Anon/Alateen Service Manual

Approved 03/04/2023