

APPROVED: March 19, 2022

## UTAH AREA WORLD SERVICE COMMITTEE GUIDELINES

The purpose of this guideline is to describe the responsibilities of each member of the Utah Area World Service Committee (AWSC), which are not covered in the Service Manual.

*All Officers and Coordinators, who have a position identified by the World Service Office to participate in AFG Connects, must have some experience with computers (e-mail, internet, etc.) or be able to secure an “e-buddy” to assist in staying current with the appropriate AFG Connects files and blogs. It is imperative that the Delegate have computer skills, which include e-mail, internet, downloading, Word, Excel, and PowerPoint).*

### A. OFFICERS

#### 1. DELEGATE

*A comprehensive description of the duties of the Delegate is found in the Service Manual. Duties which apply specifically to the Utah Area are listed here.*

- a. Attends and participates (with voice and vote) in all AWSC and Area Officer meetings.
- b. Attends all Area Assemblies to report and offer experience, strength, and hope.
- c. Presents an oral and written report at each Area Assembly covering activities of the Delegate since the last Assembly.
- d. Presents the report of the recent World Service Conference (WSC) at the annual Delegate's Day.
- e. Consults often with the Utah Area Chair on matters effecting the Area.
- f. Attends the annual Southwest Regional Delegate's Meeting (SWRDM.)
- g. Communicates with the World Service Office (WSO) as needed to keep the WSO updated on Area related matters, such as:
  - 1) Informing the WSO of the death of a Past Delegate.
  - 2) Updating the Area's Confidential Roster.

#### 2. ALTERNATE DELEGATE

*Additional duties of the Alternate Delegate (Alt Del) are covered in the Service Manual and mentioned in the Utah Area Election Guidelines and Procedures.*

- a. Attends and participates (with voice and vote) in all AWSC and Area Officer meetings.
- b. Presents an oral and written report at each Area Assembly covering activities of the Alt Del since the last Assembly.
- c. Substitutes for the Delegate when necessary.
- d. Acts as the liaison between Alcoholics Anonymous (AA) Area 69 and Utah Area Al-Anon
- e. Coordinates with the AA Assembly/Agenda Chair about joint conferences.
- f. Provides input and supports the Al-Anon Assembly Host Committee in planning and executing Area Assemblies.

- g. Coordinates the planning and execution of the annual Delegate's Day.
- h. Coordinates Area fundraisers as needed.
- i. Attends the annual Southwest Regional Delegate's Meeting (SWRDM.)

### 3. AREA CHAIR

- a. Schedules and chairs regular AWSC meetings and needed meetings of Area Officers.
- b. Shares a vision for the growth of Al-Anon in Utah with AWSC members, District Representatives (DRs) and Group Representatives (GRs).
- c. Prepares an agenda for all Area meetings (including AWSC meetings and Area Assemblies) and provides copies to the Area Secretary for distribution to all AWSC committee members and active Past Delegates.
- d. Provides support and encouragement to members of the AWSC in the fulfillment of their duties.
- e. Assures that action is taken on all matters coming before the AWSC.
- f. Presents an oral and written report at each Area Assembly covering activities of the Area Chair since the last Assembly.
- g. Remains aware of activities, attitudes and concerns in the Area and keeps the AWSC informed.
- h. Consults often with the Area Delegate on matters effecting the Area.

### 4. AREA RECORDING SECRETARY

- a. Attends and participates (with voice and vote) in all AWSC and Area Officer meetings.
- b. Takes minutes for each Area meeting including AWSC meetings, Officer meetings and Assemblies.
- c. Prepares and emails copies of minutes to all Area Committee members (Officers, District Representatives, Coordinators), and all active Past Delegates. These are to be distributed within thirty days following each meeting.
- d. Distributes the Agenda (as prepared by the Chairperson) for all forthcoming meetings to all AWSC members.
- e. Keeps copies of all meeting minutes and submits a copy to the Archive Coordinator.
- f. Adds Utah Area events to the WSO events calendar.
- g. Presents an oral and written report at each Area Assembly covering activities of the Recording Secretary since the last Assembly.

### 5. AREA TREASURER

- a. Attends and participates (with voice and vote) in all AWSC and Area Officer meetings.
- b. Pays expenses as required to meet the obligations of the Utah Area as outlined in the *Utah Area Budget and Reimbursement Guideline*.
- c. Prepares and presents a financial report at each Area meeting.
- d. Establishes an account with a bank of his/her choice.
- e. Maintains a set of books so that all monies may be accounted for.
- f. Submits a final Financial Report of the fiscal year at Fall Assembly with

- sufficient copies for DRs to distribute to each group in their District.
- g. Chairs and relies on the Finance Committee for help in preparing the annual budget and other financial matters
  - h. Presents the annual Budget for approval at the Fall Assembly for the following fiscal year.
  - i. Communicates regularly with Area Chair regarding the financial health of the Area.
  - j. Makes timely suggestions to the AWSC on ways to improve the Area's financial standing.

#### 6. AREA GROUP RECORDS SECRETARY

- a. Attends and participates (with voice and vote) in all AWSC and Area Officer meetings.
- b. Keeps an updated Group mailing list and directory.
- c. Receives all World Service Office (WSO) group printouts. Sends all updates to WSO.
- d. Distributes an area directory to the Area Committee members twice a year. Also, makes extra copies available for purchase by the Group Representatives and fellowship members. (APPROVED: September 26, 2015)
- e. Presents an oral and written report at each Area Assembly covering activities of the Group Records Secretary since the last Assembly.

### B. COORDINATORS

#### 1. ALATEEN

- a. Attends and participates (with voice and vote) in all AWSC meetings.
- b. Assists Alateen sponsors and Districts forming new groups.
- c. Helps set up Alateen meetings and activities at Area Conferences.
- d. Assists District Alateen Coordinators with any problems.
- e. Works with District Alateen Coordinators to develop a list of Alateen speakers throughout the area.
- f. Responsible for the preparing and administering annual training in order to obtain or maintain AMIAS certification.
- g. Presents an oral and written report at each Area Assembly covering activities of the Alateen Coordinator since the last Assembly.
- h. Acts as liaison between the UTAC Committee and the AWSC.

#### 2. ALATEEN PROCESS PERSON

- a. Attends and participates (with voice and vote) in all AWSC meetings.
- b. Maintains AMIAS related records in accordance with Al-Anon principles of anonymity as well as state and federal laws.
- c. Processes applications of AMIAS and Alateen Group Registrations,
- d. Corresponds with the AWSC, WSO, and District Representatives through the Utah Area regarding AMIAS registration.
- e. Certifies AMIAS candidates at the Area level.
- f. Compiles the necessary forms and performs the background checks.
- g. Notifies District Alateen Coordinators of approved AMIAS candidates

- h. Reports AMIAS certifications and re-certifications to the WSO annually prior to the established deadline.
- i. Maintains the list of AMIAS for the Utah Area
- j. Reports safety concerns to the Area Alateen Coordinator as necessary.
- k. Presents an oral and written report at each Area Assembly covering activities of the Alateen Process Person since the last Assembly.

### 3. ALANEWS

- a. Attends and participates (with voice and vote) in all AWSC meetings.
- b. Publishes and distributes an Area newsletter every quarter.
- c. Updates subscriptions as needed.
- d. Encourages members to share experience, strength, and hope by writing articles for the Alanews.
- d. Presents an oral and written report at each Area Assembly covering activities of the Alanews Coordinator since the last Assembly.

### 4. ARCHIVES

- a. Attends and participates (with voice and vote) in all AWSC meetings
- b. Gathers and organizes a history of the Utah Area Al-Anon/Alateen fellowship.
- b. Provides an Archive display at each conference and other functions when requested.
- c. With the support of an Archives Committee, implements all requirements of the Utah Area Archive Guideline.
- e. Presents an oral and written report at each Area Assembly covering activities of the Archives Coordinator since the last Assembly.

### 5. FORUM

- a. Attends and participates (with voice and vote) in all AWSC meetings.
- b. Encourages each Al-Anon/Alateen member to subscribe to the Forum.
- c. Passes information from the WSO to the fellowship about the Forum. (APPROVED: September 26, 2015)
- d. Encourages and supports all GRs in their roles as Forum representative in their Groups.
- e. Presents an oral and written report at each Area Assembly covering activities of the Forum Coordinator since the last Assembly.

### 6. GUIDELINES

- a. Attends and participates (with voice and vote) in all AWSC meetings.
- b. Maintains the guidelines, incorporating any motions made at an area assembly which might affect the current guidelines.
- c. Reviews the area guidelines yearly after the publishing of the World Service Conference (WSC) Summary and makes/suggests changes as needed.
- d. Chairs the guidelines committee and calls its members as needed to review any changes before taking them to the next Assembly.
- e. When the actions of the WSC suggest the need for possible changes to the

Guidelines or when directed by AWSC, creates any new guidelines required and submits them to the next Assembly for approval.

f. Assures that every guideline is reviewed at least once per panel.

g. Presents an oral and written report at each Area Assembly covering activities of the Guidelines Coordinator since the last Assembly.

## 7. LITERATURE

a. Attends and participates (with voice and vote) in all AWSC meetings.

b. Attends (with voice, but no vote) all AAIS board meetings.

c. Prepares literature displays for all Area Conferences.

d. Helps get literature to Groups in outlying areas.

e. Presents an oral and written report at each Area Assembly covering activities of the Literature Coordinator since the last Assembly.

## 8. PUBLIC OUTREACH

a. Attends and participates (with voice and vote) in all AWSC meetings.

b. By providing posters, literature, and speakers:

1) Carries the Al-Anon/Alateen message to the professional community.

2) Carries the Al-Anon/Alateen message to treatment facilities.

c. Coordinates outreach activities with local districts through the District Outreach Chairperson or District Representative.

d. Coordinates Area outreach activities with newspapers, television, and radio.

e. Lists the Al-Anon Information phone number in local newspapers, always being careful to follow Tradition 10.

f. Carries the Al-Anon/Alateen message to schools.

g. Presents an oral and written report at each Area Assembly covering activities of the Public Outreach Coordinator since the last Assembly.

## 9. UTAH AL-ANON/ALATEEN INFORMATION SERVICE

*The Area AAIS Coordinator is the Chairperson of the AAIS Board.*

a. Attends and participates (with voice and vote) in all AWSC meetings.

b. Complete responsibilities are listed in the By-laws of the Al-Anon/Alateen Information Service.

c. Presents an oral and written report at each Area Assembly covering activities of the AAIS Board since the last Assembly.

## 10. WEBSITE

a. Attends and participates (with voice and vote) in all AWSC meetings.

b. Works with members of the AWSC and District Representatives to update meeting schedules and events, and service documents on the website.

c. Maintains website for appropriate content

d. Updates/revises the website in a timely manner.

e. Presents an oral and written report at each Area Assembly covering activities of the Website Coordinator since the last Assembly.

## 11. Technology

*The Area Technology Coordinator must possess a high level of technological expertise to help the Area address issues of communication, electronic presentations and web-based issues and any technological issues that may arise.*

- a. Attends and participates (with voice and vote) in all AWSC meetings.
- b. Seeks solutions for the challenges created by Utah's geographically dispersed membership and implements them when solutions are found.
- c. Assists with Area Assembly and Public Outreach presentations by developing and presenting PowerPoint presentations and utilizing high level outreach tools.
- d. Establishes clear, reliable communication (using available audio and video platforms) across our wide geographical area so that outlying groups and districts may be included in Area functions.
- e. Works closely with the Area Website Coordinator to address web-based demands, such as PayPal issues or potential problems with web-based accounts.
- f. Supports the Archives Committee in their efforts to digitize and electronically store our Archives.
- g. Coordinates the proper storage and maintenance of the Area's Audio-Visual (AV) equipment.
- h. Provides on-site assistance to the Area Assemblies and other conferences (UTAC, USAW, Delegates day for the setup, testing, and storage of AV equipment.
- g. In the spirit of Tradition 11, safeguards member anonymity at the level of modern technology.
- h. Chairs a Technology Committee which assists the Technology Coordinator in fulfilling these responsibilities and help in seeking technology related solution for our Area. The Committee may develop and present KBDM when needed to suggest solutions.
- i. Presents an oral and written report at each Area Assembly covering activities of the Technology Coordinator since the last Assembly.

## 12. DISTRICT REPRESENTATIVE (DR)

- a. Attends and participates (with voice and vote) in all AWSC meetings.
- b. Submits a list of groups, Group Representatives (GRs), Alternate GRs, Group current mailing addresses and any District changes to the Area Group Records Secretary as changes occur.
- c. Holds an election on a schedule determined by the District (every 3 years recommended) for the purpose of electing new District Officers. A District Representative may repeat his term, provided that the GRs in his/her District re-elect her/him. Alternate District Representatives may complete an unexpired term of a DR who resigns and serve another complete term of their own.
- d. Distributes copies of the minutes of the Area Committee meetings to the GR's.
- e. Holds and chairs regular District meetings with their GR's. These meetings are held at regular intervals as decided by District autonomy.
- f. Distributes all information received from Utah AWSC to the GRs in their District within thirty days of receipt of such information.
- g. Attends all Area Conferences. If they cannot attend, the Alternate DR should

- attend in his/her place. Encourages GRs to attend all Area Conferences.
- h. Discusses Group and District problems with GR's.
- i. Is available to assist GRs in the District with any concerns.
- j. Brings to the assembly any District problems and activities that may benefit others.
- k. Has a good grasp of the group conscience of the District.
- l. Presents an oral and written report at each Area Assembly covering activities within the District since the last Assembly.

C. PAST DELEGATES

- a. Attend Area functions to lend support and knowledge to Area Officers and conference members.
- b. Provide support to the current Delegate and Area Chair as needed.
- c. The immediate Past Delegate is encouraged to attend SWRDM to introduce the new Delegate.

| Date           | Contact    | Revision   |
|----------------|------------|--|
| 9/5/2015       | Chris C.   | Added Alateen Process Person and Guidelines Coordinator positions. Updated Alateen Coordinator job description. Made formatting changes where necessary for consistency.   |
| 9/26/2015      | Denise L.  | Revised and approved in assembly as amended. Removed "Oversees Alateen Process Person and their duties" from G1. Changed the Alanews distribution from every 2 months to ever quarter to comply with the latest motion approving frequency of distribution.  |
| March 19, 2022 | Patrick M. | <ol style="list-style-type: none"> <li>1. Adds wording that requires all Officers, Coordinators, and District Representatives (DR) to attend all Area World Service Committee (AWSC) meetings.</li> <li>2. Adds the requirement for every Officer, Coordinator, and DR to present a written and verbal report at each Assembly.</li> </ol> |

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|  |  | <ul style="list-style-type: none"><li>3. Delineates additional Area related duties of the Delegate.</li><li>4. Expands and clarifies the duties of the Alternate Delegate.</li><li>5. Expands and clarifies the role of the Area Chair.</li><li>6. Adds an additional responsibility to the Recording Secretary's duties.</li><li>7. Clarifies the role of the Area Treasurer in relationship to the Area Finance Committee, the Area Chair, and the AWSC.</li><li>8. Establishes the Area Alateen Coordinator as the Area's liaison to the Utah Alateen Conference (UTAC)</li><li>9. Expands the role of the Alanews Coordinator.</li><li>10. Links the duties of the Area Archivist to the <i>Utah Area Archive Guideline</i>.</li><li>11. Links the duties of the Guidelines Coordinator to the <i>Utah Area Guidelines Procedures</i>.</li><li>12. Adds the duties of the Area Technology Coordinator to the Guideline.</li><li>13. Expands the duties of the Past Delegates.</li></ul> |
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