

East Texas Area 53 Al-Anon/Alateen Assembly Mentor (Assembly Mentor)

Approved by ETAAA 05.05.2018

A. Responsibilities

The responsibility of the Assembly Mentor would be to provide continuity between the Spring and Fall Assemblies and be a mentor to the Area Host Committee(s) District Representative(s) (DRs).

B. Role

1. To contact each DR of the upcoming Assembly (*e.g.*, Spring and/or Fall Assembly Host Committee DR(s)) and schedule a meeting and/or conference call to discuss the Assembly Guidelines and the time-line of the Assembly (*e.g.*, venue selection, flyers, speakers, *etc.*). Depending on the District where the Assembly is held, this may be 2 years before the Assembly occurs.
2. To keep in contact with the Area Host Committee DR(s). The Assembly Mentor may consider attending the first Area Host Committee¹ planning meeting. If the Assembly Mentor does not live in the Area, use of conference or video calling is suggested. .
3. To keep the Assembly reports prepared by the Area Host Committee after the Assembly. It is suggested that: 1) the reports be organized by Area Host Committees (*i.e.*, Districts) with a cross-reference to Assembly Date and Area Host Committee; and 2) hard copy/electronic copy be kept by the AssemblyMentor and/or an additional electronic copy under Texas East Members Section of the Texas website.
4. To provide guidance and experience to the DR and the Area Host Committee
5. To be in regular contact with the Area Chair.

¹ The Area Host Committee refers to the Area District Host Committee and/or Host Committee in the Assembly Guidelines.

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C. Qualifications

1. Have experience in chairing or planning an assembly or an Al-Anon Conventions (*e.g.*, All Texas Al-Anon/Alateen Conference).
2. Must be an active participant in regular local Al-Anon meetings.
3. Must be able and willing to work within the ETAAA Assembly Guidelines.
4. Must be responsible and have ability to complete projects.
5. Must be willing to be available when needed.
6. Must be willing to serve and attend Assembly Host Committee planning meetings, Assemblies, and optional AWSC meetings.
7. Must be willing to serve a 3-year term.

D. Selection, Term, and Funding of Assembly Mentor

The Assembly Mentor should be selected by the Area Chair with input from the AWSC and the DRs that are responsible for the upcoming and future assemblies. Location of the Assemblies should be taken into consideration. The term of the Assembly Mentor would be 3 years starting after the Spring Assembly of the newly elected panel of ETAAA officers and coordinators. This would promote continuity and help transition for the Spring assembly chaired by a new DR. Any funding for the Assembly Mentor is to be discussed by the Assembly Mentor and the Assembly Host Committee.

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E. Timeline Example

Panel 58 Delegate Term 1/2018 through 12/2020

Assembly Mentor Term 5/2018 through 4/2021

Appointed May 2018 Assembly

Working with finals for Nov 2018

Beginning of May 2019 and possibly Nov 2019

Nov 2018 Assembly

Working with finals of May 2019

Beginning of Nov 2019 and possibly May 2020

May 2019 Assembly

Working with finals of Nov 2019

Beginning of May 2020 and possibly Nov 2020

Nov 2019 Assembly

Working with finals for May 2020

Beginning of Nov 2020 and possibly May 2021

May 2020 Assembly

Working with finals Nov 2020

Beginning of May 2021 and possibly Nov 2021

Nov 2020 Assembly

Working with finals May 2021

Beginning of Nov 2021 and possibly May 2022

Panel 61 Delegate Term 1/2021 through 12/2023

Assembly Mentor Term 5/2021 through 4/2024

Appointed May 2021 Assembly

Working with finals Nov 2021

Beginning of May 2022 and possibly Nov 2022.