

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

The Officers and Coordinators of the East Texas Area Al-Anon/Alateen Assembly (ETAAA) welcomes you as the Group Representative. You are the first and most vital link between your Group, Area 53 and the World Service Conference.

As the voice of your Al-Anon/Alateen group at Assemblies, you have the ability to speak for and vote on their behalf. Kay Colapret, our Area 53 Delegate, has the ability to carry your message forward as part of our Assembly's voice to the World Service Conference by way of agenda items or concerns.

We ask that you communicate information from our Assemblies to your Group. You can take back flyers for future Assemblies, summarize reports from the area officers and coordinators and pass on other pertinent information.

If you have not already done so, we suggest that you acquire a Service Sponsor. They can help guide you with both our Assembly proceedings and your individual service growth as well. Feel free to ask any questions or raise concerns you might have. As trusted servants to the Al-Anon/Alateen Fellowship at the Assembly level, we are here to assist.

You are an essential component in the service structure of our fellowship. We are happy you are here and look forward to seeing you at future Assemblies.

Your Area Officers and Trusted Servants

Delegate	Kay Colapret
Alt. Delegate	Mattie Thomas
Area Chair	Lynn Starkey
Secretary	Paula Haschke
Treasurer	Jennifer Stejskal

WELCOME TO THE EAST TEXAS AREA ASSEMBLY

It all begins with your Service Manual (Al-Anon/Alateen Service Manual 2018-2021), turn to page 138; **Group Representative (GR)**, then turn to page 141 **Duties of Assembly Members** and the first position is the GR. Please read all about your duties as a GR and bring your Service Manual to the Assemblies, this is your most important tool.

If you have questions – Ask! We have all been there with our own questions and will gladly help. The best to prepare for an assembly is to regularly attend our District meetings and to obtain information for your District Representative.

PROCEDURES AT THE ASSEMBLY

1. You must sign in on your District's GR sheet – usually located near the registration desk or outside the assembly meeting room.
2. You must be present during the roll call of GRs to be able to vote.
3. The Area World Service Committee (AWSC) can make recommendations to the GRs and as GRs you can make a choice to act on them or not.
4. Motions must be made from a GR, if for any reason the GR cannot attend the assembly; the Alternate GR or a person chosen by the group to represent them at the assembly may do this. (Al-Anons who are also members of AA may not vote at the Assembly).
5. A motion slip (*in GR packet*) must be submitted to the Chair at the time the motion is made. The motion slip enables the Chair to repeat the motion to the assembly and then call for a second.
6. DISCUSSION:
 - a. One time at the microphone
 - b. Limit yourself to two (2) minutes if you wish to speak on the motion (please do not stand to repeat what someone else has already stated).
 - c. Address your comments to the Chair per Tradition 12, "to place principles above personalities".
7. Voting on issues by a show of hand (majority or 2/3rds vote need as determined by GRs at the beginning of meeting).
8. Voting for Elections by written ballot (2/3rds vote needed) (Calculating 2/3 votes – Pass or Fail - *A simple calculation is to double the number negative votes cast; if the motion receives that number or a higher number then it passes by the necessary 2/3rd*). Nominees are to leave the room for discussion and election – if the nominee is a voting member, they are to cast their vote before leaving the room. Refer to the Service Manual for Election Assembly Procedures (page 150-154).

Please understand that this is your Assembly – you are the Voice and Vote of the group you represent. The Area Officers and Coordinators are simply facilitators.

How To Survive an Area Assembly

- *Do participate.*
- *Remember to breathe.*
- *Read the **SERVICE MANUAL** before coming to assembly.*
- *Get a Service Sponsor.*
- *Introduce yourself to others. Fellowship is an important part of assembly.*
- *Listen to others. Fellowship is an important part of assembly.*
- *Be respectful. If you need to talk to your neighbor, write it down.*
- *Be considerate. Don't applaud or make noises after someone has talked at the microphone. Respect the right of the minority to be heard.*
- *Take care of yourself. Take a break when you need to.*
- *Ask questions about the topic. Use the "Ask-It-Basket" form for any other questions.*
- *Represent your group's conscience, but "Keep an Open Mind" as additional information may change your vote.*
- *Remember our Higher Power is in charge and is expressed through our "informed" group conscience.*
- *"How Important Is It?" We are not perfect, it's okay to make mistakes. We can always recognize them and change our mind later.*
- *We are all here doing our best for the common good, but may have different approaches on how to achieve those goals.*
- *Someone else's opinion is not always wrong. Principles above Personalities" means recognizing when you are reacting to the personality and listening past that to the principles being discussed.*
- *Respond to what someone else has said with courtesy and love.*
- *Give yourself a pat on the back for being here! You are Al-Anon in Action!*

[CA (N) Handout to Assembly Members printed in AREA HIGHLIGHTS, Spring 2000]

Helpful Acronyms in Al-Anon

AA	Alcoholics Anonymous	ISR	Information Service Representative
APP	Area Alateen Process Person	KBDM	Knowledge Based Decision Making
AFG	Al-Anon Family Groups	LDC	Literature Distribution Center
AIS	Al-Anon Information Service	ODAT	One Day at a Time
AMIAS	Al-Anon Member Involved in Alateen Service	P.O.S.S.E.	Program of Sponsors Sharing Everything
ATAAC	All Texas Al-Anon Alateen Conference	P-31,P32,etc.	CAL pamphlets
AWSC	Area World Service Committee	PO	Public Outreach
CAL	Conference Approved Literature	TEA AC	Texas East Area 53 Alateen Conference
CMA	Current Mailing Address	TEAM	Together Empowering Al-Anon Member
DR	District Representative	WSC	World Service Conference
ETAA	East Texas Area Al-Anon/Alateen Assembly	WSD	World Service Delegate
G 1, G2, etc.	Guidelines	WSO	World Service Office
GSO	General Service Office	12 & 12	Twelve Steps and Twelve Traditions
IAGSM	International Al-Anon General Services Meeting		
ICC	International Coordination Committee		

Check Service Manual (P-24/27) for more details

Al-Anon/Alateen Members' Website:
www.al-anon.alaten.org/members

Texas Al-Anon/Alateen Website:
www.texas-al-anon.org/

In order to keep the meeting on track the following format will be used:

The allotted time for discussion will be 10 minutes.

Each person may speak one time for 2 minutes.

In order for everyone who wishes to be heard please do not speak if what you wanted to say has already been said.

One may speak a second time to clarify a previous statement.

If a vote is called for it will be by ballot.

Spiritual contract:

Once heard we agree to support the decision.

KNOWLEDGE BASED DECISION MAKING

INCEPTION: At the 2006 World Service Conference the Chairperson of the Board of Trustees shared her experience of how knowledge based decision making process worked for the Board since January, 2001 and their vision of how it could work for the conference returning to the way our Co-Founders, Lois . and Anne B., had intended it to be. Therefore the Board has chosen to adopt the Knowledge based decision process as well as our Area 53 East Texas Area Al-Anon Alateen Assembly because it realigns the conference with its original purpose and process. "Everything old is new again, because making decisions in this way is not something new". This process returns Al-Anon to its original roots.

HOW IT WORKS: The idea is talked about first to see if the Area agrees with all or part of it. Background information is shared and discussed with those responsible for making a decision. Then, if idea is accepted, a decision can be made through a motion and vote. Each Al-Anon member is a valuable resource for the good of Al-Anon as a whole. Inviting everyone to be a part of big thinking, to collaborate with confidence. The Al-Anon communication process is circular within the organization. It's about knowing what you need to know to make a decision. You must be informed because your primary role is to make decisions at our Assembly, come to an understanding of the information being provided, and then be able to articulate it. Use each other as a resource. It's about trust.

FOUR ESSENTIAL ELEMENTS:

- 1) Open communication between leadership and membership
- 2) Dialogue before deliberation
- 3) All decision makers having common access to full information.
- 4) It exists in a culture of trust

Why is it a good model?

It allows thorough examination of mega issues without an end in mind.

It allows those who make a decision to become far less important than the fact that a good decision is made

It allows us to develop a reputation for value and nimbleness in carrying the message.

WHAT DOES THIS MEAN FOR AL-ANON AS A WHOLE: It provides Al-Anon with a culture built on trust and communication, a reputation for value.

BENEFITS:

Group members are more likely to support the decision being made.

Group effort is more likely to yield better results

Participants become part of the process, more voices are heard, more solutions generated.

Recognition that responsibility for action rests on everyone

Actions tend to lean toward the greater good for the organization

Negativity is diffused.

TIPS

FOR GRs AS FORUM REPRESENTATIVE

1. Announce at meetings that The Forum as a concept is Conference approved and may be used in meetings. (For greater understanding, please refer to p. 112 in the 2018-2021 Service Manual).
2. Inform members that the Forum:
 - is a "meeting in my pocket"
 - is the "voice of the fellowship"
 - contains Al-Anon and Alateen meeting topic
 - features a calendar of upcoming two-day Al-Anon/Alateen events.
 - shares WSO news
 - offers new and existing Al-Anon material for easy ordering
3. Encourage groups and individual members to subscribe (gift subscriptions are also available). Have Forum envelopes 9F3) and Forum order blanks (S4) available.
4. Make the Forum part of your groups' lending library.
5. Encourage the use of Step, Tradition, or Concept of Service stories for meeting topics.
6. Distribute writing guidelines at meetings and encourage members to submit their sharing to the Forum on personal or service topics.
7. Suggest an occasional writing meeting.
8. Inform members that the Forum is available in Braille and large print. (Contact WSO for referral to agencies that provide this service)
9. Pass on Forums to professionals, libraries, institution etc. as part of Public Outreach Work.
10. Consider a group project to give a subscription to one of the above.
11. Share with enthusiasm what the Forum means to you and your recovery
12. Thank everyone for their help

Al-Anon guidelines

The Shared Experience of Al-Anon and Alateen Members.

Group Representatives

G-11

The Group Representative (GR) is a vital link in the continuing function, growth, and unity of worldwide Al-Anon. GRs should be members with experience, stability, and an understanding of the Traditions and how they work as applied in the *Al-Anon/Alateen Service Manual* (P-24/27).

Requirements

Any Al-Anon or Alateen member with a willingness to represent the group at the district meeting and Area Assembly in order to carry the message of Al-Anon's/Alateen's group conscience, and who is not also a member of A.A., is eligible to serve as GR. A GR should have a basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they are applied in our groups.

Term of office

GRs are elected by the group, generally for a three-year term. (See the *Al-Anon/Alateen Service Manual* [P-24/27] for information about electing Group Representatives.)

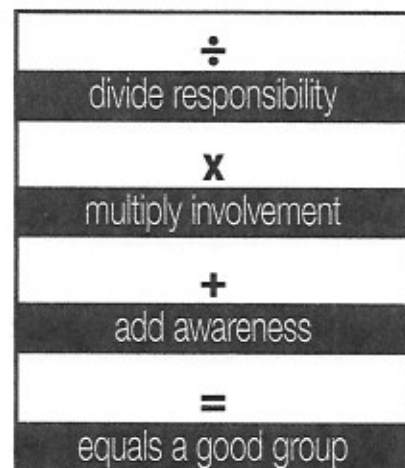
Duties

- Attends district meetings and Area Assemblies and reports back to the group; votes on behalf of the group.
- Can bring the group's viewpoint on any situation or problem to the attention of the District Representative (DR).
- Keeps members informed about information from the district, Assembly, Area Delegate, World Service Conference (WSC), and the World Service Office (WSO).
- Works with the group Current Mailing Address (CMA) to share the monthly *Group e-News* (electronic newsletter for groups) with group members.
- Encourages members to subscribe to and submit articles for *The Forum*, Al-Anon's monthly magazine.
- Suggests participation in Public Outreach and Alateen service projects.
- Informs members of the need for Alateen Group Sponsors. Becomes familiar with the Area process for certification of Al-Anon Members Involved in Alateen Service (AMIAS).
- Keeps the Alternate GR informed to ensure the group is represented if unable to attend district and Area Assembly meetings.
- Assists the Alternate GR in serving as the Al-Anon Information Service Representative (ISR).
- Explains the need for self-support in the group, district, Area, Al-Anon Information Service (AIS), and World Service Office.
- Encourages group contributions to our service arms in keeping with Tradition Seven.
- Consults with a Service Sponsor or other trusted servants.

As a Group Representative

- You are the first link in the chain that leads to our World Service Conference.
- You elect a District Representative from among all the Group Representatives in your district.
- You elect a new Area Delegate to our World Service Conference at the Area Assembly from among the District Representatives and eligible officers once every three years.

Links of Service



Member + Member = **Group**
Group + Group = **District**
District + District = **Assembly**
Assembly + Assembly =
World Service Conference

Need-to-know information

You will need to know the names, addresses, e-mail addresses, and phone numbers of the:

- District Representative
- District officers (Secretary, Treasurer, etc.)
- District contacts/chairs (Public Outreach, Alateen, etc.)
- Area Delegate and officers
- Area Coordinators (Alateen, Public Outreach, Archives, Literature, Group Records, *Forum*, etc.)

Meeting dates to remember

- Group business meeting
- District meeting
- Area Assembly

Tips on reporting back to your group

- Take notes at district and Assembly meetings.
- Contact the DR or Delegate if you need clarity about a topic.
- Request time from your group to offer a report.
- Be brief.
- Be enthusiastic.
- Focus on group needs.

**You don't have to have
all the answers,
but you can help the group look at
the Traditions, the Concepts
of Service, and the *Al-Anon/
Alateen Service Manual*
for guidance.**

Reminders

- You are not "in charge" of your group and you are not alone. The Second Tradition tells us, "Our leaders are but trusted servants; they do not govern."
- You don't have to have all the answers, but you can help the group look at the Traditions, the Concepts of Service, and the *Al-Anon/Alateen Service Manual* for guidance.
- Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well. (See the "Groups at Work" section of the *Service Manual* for additional information about Group Business Meetings.)
- Your group may ask you to chair the business meeting (see sample agenda).
- Your DR is a local resource.

Helpful tools for a Group Representative

Each group receives a copy of the *Al-Anon/Alateen Service Manual*. You will find it to be a valuable tool in answering your questions and those of your group. The complete *Service Manual* and many other service tools are available on-line. You can also expect help and support from your District Representative (DR) and the Area Delegate.

Some of the materials available on the Al-Anon Members' Web site, www.al-anon.alateen.org/members, are:

- The complete *Al-Anon/Alateen Service Manual*
- Al-Anon/Alateen Guidelines for many areas of service
- Group Services podcasts
- The *Best of Public Outreach* (a "how to do it" service tool)
- *World Service Conference Summaries*
- *Seventh Tradition* leaflet (S-21)

Benefits of becoming a Group Representative

Individuals who wish to gain self-confidence, spiritual growth, and improved self-esteem are encouraged to be willing to serve. Service activity connects you with people who have experienced recovery at another level. Your fears will diminish, you will reap the benefits of giving to others, and you will learn that by placing our common welfare first, you will receive much more than you give.

In addition to meeting Al-Anon members from other cities and towns in your district, the Group Representative is eligible to stand for District Representative and other district offices when the district holds its elections.

Sample Agenda for Group Business Meeting*

Treasurer's Report

- Income and expenses since last report
- Balance

Literature Report

- Present inventory
- Discuss group's literature needs

Public Outreach Report

- Explain public outreach activities of group members since last report

Group Representative Report

- Report highlights of previous district and Assembly meetings
- Have multiple copies of full Assembly reports available

Al-Anon Information Service (AIS) Report

- Discuss highlight of previous AIS meeting

Old Business

- Status of previous group issues

New Business

- Discussion of group concerns
- Group conscience decisions/vote on issues

General Updates

Questions/Comments/Announcements/Suggestions

Date for Next Meeting

Each individual group's autonomy can and will decide business meeting format and content.

**Adapted from Alberta/NWT GR Survival Kit*

Group Representative expenses

As part of our principle of self-support, group budgets include payment of GR expenses to attend business meetings, such as district meetings and the Area Assembly. GRs are encouraged to car-pool with others, share hotel rooms, etc., to help keep expenses reasonable. The group conscience determines the methods of calculating expenses, such as transportation.

Group Representative Expense Sheet*

Date _____

Purpose _____
(District meeting, AIS meeting, or Area Assembly)

Expenses

(Attach receipts and explanations as needed)

Item	Amount
Hotel _____	\$ _____
Transportation _____	\$ _____
Meals _____	\$ _____
Miscellaneous _____	\$ _____
Miscellaneous _____	\$ _____
Miscellaneous _____	\$ _____
Total expenses	\$ _____
Less cash advance	\$ _____
Balance due	\$ _____

Submitted By _____

Signature _____

**Adapted from Alberta/NWT GR Survival Kit*

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