

**TEXAS EAST AREA 53 ALTERNATE DELEGATE/LITERATURE COORDINATOR
JOB DESCRIPTION**

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

PURPOSE: *The Alternate Delegate works along with the Delegate as much as possible in communicating with groups.*

QUALIFICATIONS:

- Has served three years as a District Representative or as an Area Officer in the World Wide Fellowship of Al-Anon /Alateen
- Has remained active in the East Texas Area 53 by not missing more than two (2) Assemblies during the current panel term. Current District Representatives must also not have missed more than four (4) Area World Service Committee Meetings during the current panel term
- Regularly attends Al-Anon meetings.
- Is not a member of Alcoholics Anonymous.
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VOTING QUALIFICATIONS: Votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative.

RESPONSIBILITIES: (*Reference Alternate Delegate in the World Service Handbook of the Al-Anon Alateen Service Manual*)

- Becomes familiar with all the Delegate's duties, so that if the Delegate is unable to finish their three-year term, the Alternate can step in to complete it. If the Alternate must complete the term, a temporary Alternate is at once appointed by the Chairman from among the DRs to act until a special Assembly can be called to elect a new Alternate.
- May share the responsibility with the Delegate in visiting groups in the Area.
- Assists Delegate while she gives her report at Assemblies where applicable.
- Chairs the Group Representative Orientation at Spring and Fall Assemblies.
- Prepares Group Representative packages with the following information.
 - Assembly welcome letter.
 - Knowledge Based Decision Making.
 - Assembly Voting Procedures.
 - Group Representative Guideline (G-11).
 - Tips for GRs as Forum Representatives.
 - Tips for Assembly and Procedures.
 - Al-Anon/Alateen Group Records form.
 - Any other pertinent information for Group Representatives.
- Submits an Article to *The Beacon* before the deadline.
- Provides Literature/Forum report at Spring and Fall Assembly.
- Provides Literature/Forum report at Area World Service Committee Meetings.
- Sends Literature report to District Literature Coordinators when she receives updates from the World Service Office.
- Participates in Literature Conference Calls with World Service Office and other Areas when calls are scheduled.
- Promotes subscription to Forum throughout Assembly and use of Conference approved literature and submissions to e-CAL.

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- Orders any free pamphlets or literature for Area, where deemed applicable.
- Attends South Central Region Delegates meeting.
- Turn in expenses reports to Area Treasurer within the timeframe requested by the Treasurer of the event (e.g., Assembly, AWSC, etc.).
- Other duties as assigned by Area Chair.
- Suggest that the Delegate and Alternate Delegate make time to communicate monthly/bimonthly.