

AFG Area 9
Florida North Guidelines For
Area World Services Committee (AWSC) Panel Members

SLIDE #1 WELCOME & Introductions

SLIDE #2 AGENDA

- There are 4 simple things on our agenda today.
- First Things First ~ General Information
- An overview of what will happen at the AWSC
- A brief overview of Assembly (how the AWSC sets the stage for the Assembly)
- Time for Q&A

SLIDE #3 GENERAL **FIRST THINGS FIRST**

- The most important factor in an enjoyable Area business meeting is your physical comfort and making sure you have everything you need.
 - Closest restrooms and smoking areas.
 - Much of our time here is spent sitting. Please practice self care. If you need to get up and stretch your legs and move around, or bio break, please do so mindfully, quietly and refrain from side conversations. If you want to chit chat, please go into the hallway. This gives respect and attention to whomever is presenting their report. They've worked hard to bring you this information.
 - Bringing a sweater, Jacket, blanket or dressing in layers is a good idea. Sometimes it gets chilly here.
 - It is suggested that each member bring their personal cell phone and, if you have one, a laptop or tablet to view reports, if you have trouble seeing the big screen.
 - Remember to bring charging cords for all your devices.
 - Just like in an AI-Anon group meeting, we ask that you please silence your cell phones and devices for all notifications. (Emails, Messages, Ring Camera Alerts, and whatever makes Cash Register sounds.

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- **The panel assistant plays an important role at the Area business meetings, they are mostly behind the scenes like a little elf or fairy doing the best they can to make sure the Area meetings run smoothly for everyone.**
 - **all communication about the hotel and meeting space will be linked through the service of the Panel Assistant.**
 - **IF anyone has hearing, vision or any physical challenges, please see the Panel Assistant. The panel assistant will do their best to accommodate your needs.**
- **Please reach out to the panel assistant directly.**
- **You may want to print the agenda the day before. The meeting agenda can sometimes change at the last minute, please check the Area 9 website for the most recent version of the agenda and District Assignments before each business meeting.**
- **Please register in advance - Hopefully you've all registered already. It is helpful for the Officers if we know in advance how many people, an accurate headcount , who will be attending.**
- **If you have not visited the registration room to sign in and pick up your badge, please do so first thing in the morning. Day of registration and sign-in closes at 09:00 am tomorrow.**

SLIDE #4 & #5 AREA 9 WEBSITE

- **ALL reports, guidelines and procedures are available on the Area 9 website. [Click here for the Area 9 Document library.](#)**
 - **To navigate the Area 9 website to access all the fantastic and interesting information, go to AFGAREA9.org.**
 - **Pages and content can be found by selecting one of the tabs across the top of the screen. Some of you may see 3 horizontal lines (Hamburger) OR**
 - **Scroll down & click on one of the rectangular boxes.**

Please see the Area Technology Coordinator for any questions or assistance navigating the website.

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SLIDE #6 AWSC

What to expect at the AWSC meetings: The agenda and panel assignments are completed in advance and sometimes incur changes as the day progresses.

At AWSC: DR, DISL, Officers and Coordinators have a voice and a vote, they participate as voting members of the current panel.

At AWSC meetings we are the Group Conscience of the Area, working on behalf of the entire Area.

All other visitors are considered (Growth Enhancement Members (GEM). They do not vote and only have a voice during Open Microphone at the end of the meeting.

SLIDE #7 AWSC (Bullet points 1-4)

- **Prior to AWSC: Please check the Panel 64 Meeting Dates & Assignments Document for your District assignments. Resources>Area meetings and Reports>Panel 64 2024-2026.**
 - [Click here to the main Panel 64 page.](#)
- **Please attend all sessions of the business meeting. We do our best to be clear and concise.**
- **Please email all reports, research, information and handouts to the Area officers at least 2 weeks prior to AWSC. Suggested length for reports is 150-200 words.**
 - **2 weeks gives the webmaster time to post onto the Area website AND**
 - **Gives members time to read the report and familiarize themselves to the flow of the meeting.**
- **Past Delegates do not submit reports unless part of a Thought or Task Force or other duties as assigned.**
- **Please read the reports so you can “Carry the Message”, the information, to your Districts; encourage GR’s to do the same and encourage them to visit the Area website as often as possible. The more familiar with what they see out there, the smoother Assembly will go.**

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SLIDE #8 AWSC (Bullet points 5-8)

Concept 4: Participation is the Key to Harmony.

- **Voting members at AWSC include the Officers, Coordinators, District Representatives (DR), and District Information Services Liaisons, DISL.**
 - **Some of the items we vote on are the Secretary's report, which includes the Meeting Minutes from the previous AWSC, the Treasurer's report, the budget for the next year and task force recommendations. A motion must be made before each vote. The Area Chairperson will announce it, when it is time, and ask a voting member to make a motion. The motion will need to be seconded by another voting member before the vote will commence.**
 - **The alternate Delegate will pre-fill the motion for the member who makes the motion.**

- **Red Light- Green Light (RL/GL): At each AWSC, the Alternate Delegate (me) will meet with one of the DR's to read through the submitted questions and choose 2 questions to assign, one of question to two (2) different districts, a different district than the district that submitted the question.**
 - **The Districts will research CAL, WSC Summaries, and present a 5 minute report at the Assembly that immediately follows that AWSC.**
 - **Any member of that district can research and present.**
 - **Please see the RL/GL guidelines. [Click here for the Area Document Library.](#) Or [here for the RL/GL guidelines.](#)**

- **Thought Forces and Task Forces ~ From time to time the Area Chairperson will ask members to participate in a Thought Force or Task Force.**
 - **Thought and Task force committees meet via conference call, email and other electronic methods outside of the face-to-face meetings.**

 - **Click the two links for more information on Thought & Task Forces,**
 - **1) For the Policy in the Area Document Library titled: [KBDM Service Work Structure.](#) And**
 - **2) the Procedure : [KBDM Elements & Process.](#)**

 - **KBDM is the acronym for Knowledge Based Decision Making. The Area Delegate will be hosting the KBDM presentation tomorrow. So, stay tuned for more information**

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- **Please check your Area email addresses often, this is the main way we communicate.**
- **In addition to sharing experience, strength and hope with each other . Please read and get familiar with the latest edition of the AI-Anon/Alateen Service Manual.**

SLIDE #9 AWSC (Bullet points 9-12)

- **If you are not familiar with all sides of the AFG triangle, we ask that you are willing to have (to grow into) a working knowledge of the Steps, Traditions, Concepts of Service and General Warranties.**
- **One of the suggested requirements of service at the Area level is that you attend meetings within the boundaries of Area 9, including electronic meetings that are part of Area 9.**
- **Willing to get a service sponsor if you do not already have one.**
- **Your expenses: Officers, Coordinators, DR's & DISL's, the Area pays for your expenses at AWSC - For meals not included the reimbursement rates are: \$15 per breakfast, \$20 per lunch, and \$25 per dinner.**
- **Area will reimburse the actual cost of gas (round trip) and tolls. Save your receipts. Please consider ride-sharing to save on these costs. The best way to have an accurate gas amount is to fill your tank prior to leaving for the Area meeting, then Filling it again when you return home & submit the gas receipt for your travel. Reimbursement requests go to the Panel 64 Area Treasurer. [Here is a link to the reimbursement form](#) and there is a QR code for submitting reimbursement requests within the Treasurer's report.**
- **DR & DISL, If your District can afford it, it's encouraged to reimburse the Area.**

SLIDE #10 PAUSE

There is power in the pause - Does anyone have any questions so far?

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SLIDE #11 ASSEMBLY GENERAL

What to expect at the Area Assembly.

- **There is a separate agenda for the Assembly, Like any agenda, charges are subject to occur at any time before or during the meeting.**

- **Prior to Assembly, Please check the Panel 64 Meeting Dates & Assignments Document for your District assignments. Sometimes assignments change.**
[Click here to go to Resources>Area meetings and Reports>Panel 64 2024-2026.](#)

- **Please register in advance - it is helpful for planning purposes that the Officers know in advance who will be attending to get an accurate headcount, which is useful for determining room blocks, meeting space and food.**

SLIDE #12 ASSEMBLY (Bullet Points 1-4)

- **DR's & DISL - Submit one combined report for your District, 150-200 words.**
 - **Email reports to the Technology Coordinator and Area Officers 2 weeks prior to Assembly.**

- **DR: You are the Liaison between WSO, Area and your District. Liaison The link of service that facilitates the connection of your GRs to the Assembly process.**

- **DISL: You are a vital part of the support network linking your Groups and District to Area 9 and WSO. Your District has the autonomy to decide what your job will be at Assembly.**

SLIDE #13 ASSEMBLY (Bullet Points 5-9)

- **As Officers and Coordinators, we too submit a report to the Officers and Technology Coordinator no later than two (2) weeks prior to Assembly.**

- **Officers and Coordinator step up to the microphone to give their report.**

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- **Event Chairs:** email a report to the Officers and Technology Coordinator No later than two (2) prior to Assembly and give their report at the microphone.
- **District Representatives** will introduce themselves and the members of their district who are in attendance. This typically occurs during the first session.
- **DR's** will announce how many voting and non-voting members are in attendance.
 - The purpose of this is for role call and to determine the # of voters, non voters, and visitors in attendance.
 - The Group Records Coordinator will provide you with a list of all members of your district who have arrived and checked-in at the Area Assembly registration room/table and picked up their badge.
- **Assembly Expenses** for Officers, Coordinators, Past Delegates, and event chairs are paid for by the Area, UNLESS they are also attending as a voting member, Example: A DR also attending as a GR (or Alt. GR) who is voting for a group.

SLIDE #14 ASSEMBLY (Bullet Points 10-13)

- **A suggestion for a best practice is to read the reports, information, and handouts, whatever you receive from the Area and integrate that information into communications to your Districts - which creates a link to your GR's who are the link to groups and members.**
- **On occasion a District may be asked to participate in extracurricular activities such as a FunShop, Helping with Registration or Hospitality at the hotel. Please read the FunShop Guidelines on the [Area 9 website](#).**
- **As mentioned in the AWSC slides, there are some sessions of AWSC that set the stage for Assembly.**
- **Red Light / Green Light (RL/GL) - The research of the chosen questions that were assigned at the AWSC will be presented at Assembly. The presenter has 5 minutes at the microphone and then 10 minutes is allotted for comments, questions and answers.**

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- Please read the RL/GL Guidelines on the Area 9 website. [KBDM Policy for RL/GL](#) and [Procedures](#).
- **Thought and Task Forces** on various topics occur throughout the Panel.
 - The Thought or Task Force committee uses Knowledge Based Decision Making (KBDM) to complete their duties.
 - Meet outside of the regular meeting hours.
 - It's up to the Chair of that Force to coordinate a time to meet that is suitable for all committee members.
 - This requires participation outside of the meetings by using email, Google Docs and/or Conference calls.
- **Who Votes at Assembly? Who has a voice? GR's have a voice and vote at Assembly.**
- **DR & DISL, Officers and Coordinators Do Not have a vote at Assembly.**
 - **UNLESS - you are a GR or Alternate GR voting for your group.**
 - **Remember: If you attend as a Panel Member AND a voting GR, your Group pays your expenses.**
 - **As with the AWSC, the Chairperson will ask a voting member to make a motion.**
 - **The motion will need to be seconded by another voting member before the vote will commence.**
 - **The alternate Delegate will pre-fill the motion for the member who makes the motion.**

Q&A Slides
End of Presentation.