

**AFG Area 9 Service Structure Guidelines:**  
**Area World Services Committee (AWSC) Panel**

As a Panel Member at the Area World Service Committee (AWSC) Meeting:

1. You are responsible for attending the entire meeting. Meetings are called at the discretion of the Chairperson based on Area business needs.
2. You will receive reports, handouts and information, many times by email or through the website, that you will need to integrate into your position's job descriptions and guidelines.
3. You are responsible for having a report for the Panel, delivered by email, by the date given by the Chairperson.
4. You are responsible for reading all reports prior to the meeting.
5. At AWSC you participate as a voting member of the current panel. At AWSC meetings we are a Group Conscience of the Area, working on behalf of the entire Area.
6. You will be participating in Thought and Task Forces. These will be meeting (via conference call, email and other electronic methods) outside of the face-to-face meetings.
7. You are required to have a regular and dependable email presence for communication purposes. There may be more specific requirements depending on which position you hold.
8. You will need a working knowledge of the Service Manual.
9. You will need to have a thorough working knowledge of the Steps, Traditions and Concepts.
10. You will need to be an active member of Al-Anon: who attend meetings and work with a personal Sponsor. It is highly recommended to get a Service Sponsor as well.
11. Your expenses for these AWSC meetings are covered by the Area.
12. DR and AISL: If your District has the ability to do so it is encouraged to offset these expenses when possible.

As a Panel Member at the Assembly Meeting:

1. You are to provide a written report to the Technology Coordinator by the deadline given by the Chairperson. District Reports may be combined. (Past Delegates do not have to write reports).
2. You will have to register for Assembly. You will need to attend all sessions.

Updated by Policy Committee September 13, 2015. Discussed and updated at AWSC Feb 2016.

3. DR: You are there to serve on behalf of your District. Your District pays your way, and you have specific responsibilities to facilitate the connection of your GRs to the Assembly process.
4. AISL: You are there to serve on behalf of your District. Your District pays your way, and you are a vital part of the support network linking your Groups and District to Area and WSO. Your District has the autonomy to decide what your job will be at Assembly.
5. Officers: You will be giving a report at the microphone.
6. Coordinators: You will be giving a report at the microphone.
7. Event Chairs: You will be giving a report at the microphone.
8. Officers, Coordinators, Past Delegates, Event Chairs: Your expenses will be paid by the Area unless you are attending as a voting GR.
9. You will receive reports, information, handouts from the around the Area. It is up to you to integrate this information into your position.
10. You may assist any District in various responsibilities (ie: FunShop, Registration, Hospitality, etc)
11. You will be asked to participate in Thought and Task Forces on various topics throughout the panel. This will require you to participate outside of the meetings by using email, Google docs and Conference calls.
12. Although you do vote at AWSC, at Assembly you do not vote unless you are also representing a Group as GR. (If you are attending as a Panel Member **AND** a voting GR, your Group pays your expenses).
13. You are responsible for writing a report for The Legacy and having it in to The Legacy Coordinator by the deadline.