

# AFG Area 9 – Florida North Guidelines

## Assembly Orientation for New Group Representatives

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### General Assembly Reminders

- Registration closes at 10:00 a.m. If you are not registered before that time, you will not be able to vote on any issues brought before Assembly.
  - There are public restrooms located in the hotel lobby.
  - The Area Chairperson will announce break times.
  - Please silence all cell phones and electronic devices.
- Please remember this will probably be a long day/weekend. With that in mind, be kind to yourself and others. Please plan for your personal comfort. For example:
  - If you have medical issues, come prepared with your snacks, medicines and pillows.
  - If you are always chilly, come prepared with sweaters and/or blanket and comfy socks, so that you will be able to remain comfortable in the meetings and during lengthy discussions.
- Remember as an AI-Anon member you are working for your Group, the good of AI-Anon, and Area 9.
  - Concept 3: “The right of decision makes effective leadership possible.” You are not a “Group robot.” As you hear new information, you may find that, based on that information, you cannot vote the Group conscience. You best represent your Group by thinking for yourself and asking for guidance from your Higher Power.

### Group Representative (GR) Duties<sup>1</sup>

- Acts as liaison between the Group and the District and between the Group and the Assembly
- Familiarizes themselves with the current edition of the AI-Anon/Alateen Service Manual (P-24/27), and encourages its use among Group members
- Works through the District in helping to initiate public outreach projects
- Encourages Alateen sponsorship in accordance with Area Alateen Safety and Behavioral Requirements
- Serves as a local representative of the AI-Anon/Alateen magazine, The Forum, by:
  - Acquainting members with its usefulness.
  - Suggesting personal subscriptions.
  - Submitting Group subscriptions to the WSO.○ Encouraging members to write articles.
- Is elected for a three-year term

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<sup>1</sup> Excerpts taken from 2018-2021 AI-Anon/Alateen Service Manual (P24-27), page 60

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- Encourages election of an Alternate GR (This is a three-year commitment and we understand that life happens. Be sure to have a Plan B in place. Having an Alternate GR is an excellent way to cover these bases.)
  - AI-Anon and Alateen members who are also members of A.A. may not serve as GR or Alternate GR. See “Digest of AI-Anon and Alateen Policies,” Dual Membership in AI-Anon/Alateen and A.A.

## **Group Representatives Role in Links of Service<sup>2</sup>**

A GR is a vital link in the continuing function, growth, and unity of world AI-Anon. He is a member elected by his Group for a three-year term. He attends Assemblies, maintains contact between the Group and the District and between the Group and the Area World Service Committee. He should also make himself thoroughly familiar with the AI-Anon/Alateen Service Manual (“World Service Handbook,” “AI-Anon and Alateen Groups at Work,” “AI-Anon’s Twelve Concepts of Service,” and the “Digest of AI-Anon and Alateen Policies”). GRs should be members with experience, stability, and an understanding of the Traditions and how they work, as applied in the “Digest of AI-Anon and Alateen Policies.” It can be a challenging job. Ample time is needed for GRs to perform their many duties.

### **The GR and World Service**

Through the contacts he makes with other GRs and the Area World Service Committee, the GR can gain knowledge of AI-Anon world service and the purpose and work of the Conference. This will enable him to explain these to the Group. The GR should be allowed regular time at Group meetings to convey information concerning AI-Anon world service affairs.

### **The GR and District Meetings**

The GR attends all meetings of his District.

### **The GR and the Area Assembly**

In addition to attending the election Assembly, the GR is expected to attend all scheduled Assemblies (and any interim Assembly the Chairman or Delegate considers necessary) and to report back to the Group. The GR or Alternate GR, in the GR’s absence, votes at the Assembly. Each Group has one vote.

GRs are encouraged to ask questions at the microphone during Assembly. This can help to clarify any questions. Be mindful that others may ask similar questions. Please be considerate of others’ time and do not repeat questions that have already been presented. Comments are limited to two minutes.

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<sup>2</sup> Excerpts taken from 2018-2021 AI-Anon/Alateen Service Manual (P24-27), pages 141-143

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All motions must be filed and seconded by GRs in writing. Forms are normally kept at the Alternate Delegate's basket. Be available for all votes.

Each GR has only one vote. You cannot represent more than one Group.

### **Service Sponsorship**

Our Service Manual states that Service Sponsors guide members in applying the Traditions and Concepts of Service, and shares experience, strength, and hope while giving service to Al-Anon. Service sponsorship helps both the service Sponsor and the sponsee acquire new skills while being an example of personal growth through service. Al-Anon Family Groups worldwide benefits when members are enthusiastic about service. For more information about service sponsorship, read the pamphlet Service Sponsorship–Working Smarter, Not Harder (P-88).

### **Mailing Address at the WSO**

The GR has the responsibility of seeing that mail from the World Service Office is reaching his Group. If mail is not being brought to meetings by the person who is listed as the Current Mailing Address (CMA), the GR consults first with the CMA and, if a change is warranted, contacts the District Representative and the WSO to provide an up-to-date CMA (possibly his own), a telephone listing, and other pertinent Group information. If the Group has a PO Box, or if for any other reason the GR is not the Group's CMA, all mail should be referred to him. Although he does not replace the Group Secretary, he can explain communications in light of his understanding of the world Al-Anon picture.

### **The GR and the Forum**

The GR is also The Forum representative. He or she encourages the Group to subscribe for at least one copy, acquaints members with its value, and urges them to subscribe. He also suggests stories of interest be sent to The Forum at the WSO.

### **The GR as Pipeline**

Communicating at District meetings, the GR can bring his Group's viewpoint on any situation or problem concerning Al-Anon to the attention of the DR. In turn, he or she informs his Group of the outcome of the meetings.

### **The World Service Delegate's Report**

If the DR or the Delegate cannot personally give the Conference report to the Group, the GR may do so and explain the functions and purpose of the Area Assembly and the Conference.

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## **Public Outreach (Public Information, Cooperating with the Professional Community, and Institutions)**

Local public outreach activities in the immediate community may be spearheaded by the GR, who may recommend forming a committee within the District, using material available from our WSO. If there is an Information Service, public outreach work affecting all the Groups within its area of activity may be its responsibility. Liaison and cooperation should be maintained between the Information Service, the Districts, and the Area Public Outreach (Public Information, Cooperating with the Professional Community, and Institutions) Coordinators.

## **Finances**

The GR should be mindful of Al-Anon and Alateen's traditional insistence on being self-supporting. He or she makes sure the appeals for support of the WSO, sent four times a year (February, May, August, and November), are read to the Group. He or she may personally present to his Group the appeals sent by the Area Treasurer for support of the Assembly and give the Group Treasurer the name and address of the Area Treasurer.

## **Conference Approved Literature (CAL)**

The GR, recognizing the importance of CAL, makes sure that the pamphlet Why Conference Approved Literature? (P-35) is always available at the meeting. He or she encourages the use of a variety of CAL for meeting topics.