



THE LEGACY

Volume-51/ISSUE 3

July-Sep 2014

North Florida Area Website: www.northfloridaAl-Anon.org

CHAIR WENDY R.

Dear Members,

It has been such an honor to serve as your Area Chairperson for P52. I have truly received more than I have given. As we draw near to elections, I hope you all will consider standing for a service position, it is like sprinkling miracle grow on your recovery program!

We have created Service Job Descriptions for each Area position and they appear in this edition of the Legacy. I hope to see you all in Orlando October 3, 4 & 5, as we elect Panel 55!

Love in Service,

DELEGATE TERRY K.

At the AWSC, I reported to the Officers, Coordinators, AISLs and DRs, the following information about Trustees.

There can be between 7 and 21 trustees. They are voluntary members. There are three categories; one sustaining member (The Executive Director), Trustees at large and Regional Trustees. (Question: what is a region? We don't send anyone to a regional Al-Anon function do we?) Regional Trustees are elected by their Regions. All Trustees are given traditional approval by the World Service Committee, then given Legal

approval by the Board of trustees. The founders also created At Large Trustees, to be selected by the board. Any qualified member can submit a resume' for a Trustee At Large position. You don't have to be a Delegate or Area Officer. WSO is often looking for people with special talents to be Trustees, so you may have a potential trustee in your district, right now!

The thing that drove me crazy about all this is that after we vote and know the outcome, we can't announce the election of a Trustee to anyone until the board has voted, and the new Trustee has officially been informed of his/her selection. That's why it drove me crazy at Spring Assembly, not to be able to announce that Terry F. had been voted Trustee At Large for her first three year term.

The 2014 World Service Conference Summary goes into great detail about the goings on in World Wide Al-Anon. Each year two of the interesting discussions at Conference are the Chosen Agenda Items – two subjects submitted by Delegates. In some cases more than one issue may be rolled into the one item. Like Red Light/Green Light no decisions are made—rather experience, strength and hope are shared.

The first Chosen Agenda Item was: **How can we encourage more participation in service in our groups, including stepping up to service as Group Representative and having members sign-up to lead group meetings? (and) How can we inspire service in Al-Anon?**

Here's just a sampling of the discussion:

- I was told to get a home

group and a job in Al-Anon. Sponsorship is important and gives a person touch. It is important to encourage members, let them know what they could be good at and then help them do it.

- Service is a component of a successful program in Al-Anon, but service in Al-Anon is unlike anywhere else I have served because of the spiritual aspect – we're not just looking for someone to do the work. Service moved my recovery forward and that made my life bigger. I became a "Part of." Service is the place that gave my life authentic depth.

Following the session, a Delegate summarized the discussion:

- Ask – make a direct personal connection and invite people into service.
- Foster – personal connections before and after meetings.
- Work – the Steps, it is a way to help people get to Step Twelve.
- Educate – discuss the various service positions.
- Help – offer to be a Service Sponsor. People don't have to do it alone.
- Show – enthusiasm by sharing how service can be beneficial.
- Inspire – members into Al-Anon service.

The second Chosen Agenda Item was again two items that could be considered together: **What strategies have been used to address obstacles to success when they arise at the Area level? The three obstacles to success lead to a dissention when the**

See Appendix A and Appendix B for North AFG Service Job Descriptions

principles of our program are not foremost on everyone's minds, not only at the group level, but also at district and Area levels. [and] What is the best action to take to preserve personal integrity and that of the program when dealing with a member (who holds elected positions) that is out of control, dominant, disrespectful, micro-managing everything and everyone and disregards the feeling and/or anonymity of other members?

Here is the Delegates' Summary:

1. Start with being proactive:
 - Give an Assembly, district, or group workshop.
 - Consider role-playing and offer specific words and phrases linked to spiritual principles.
 - Do Tradition studies whether in your Task or Thought Force, district, or Area meeting.
2. When problems arise:
 - Get all the facts on both sides.
 - Get help from a service friend. Don't do it alone.
 - Talk to the person involved, have compassion, and use conflict resolution tools.
 - Call on the spiritual principles and if that doesn't help, escalate within the structure, and get help for the Area World Service Committee, and have more conversations.
3. If dominance continues:
 - Talk to those impacted and remind them of options.
 - In case of violence, encourage them to find their voice.
 - Encourage service sponsorship.
 - If groups are affected, encourage participation beyond their troubled group or district.

Two years ago, at Conference, we were asked to report about how our Areas handled Trusted Servants not fulfilling responsibilities. I reported that we had just started Job Descriptions. We weren't alone. Some Areas have had Job Descriptions for a long time—others aren't even talking about creating any.

A Taskforce was set up to "Identify

and compile procedures from Area guidelines that contain a process or parts of a process, to remove trusted servants who are not fulfilling the responsibilities of their service positions."

"The taskforce members noted that some information was very detailed while other information was a bit vague. While some Areas did not have this type of guideline, some were interested in having guidelines and offered suggestions of what they would like to see included...

- Who or what makes the determination whether a trusted servant is fulfilling their responsibilities?
- How many members of the Area World Service Committee (AWSC) need to be involved and at what point is the decision and impending action?
- How can we communicate love and acceptance of others and still sustain our service responsibilities to the fellowship?"

More detailed information is set forth on pages 65 and 66 and the top of page 67 in the Conference Summary.

The one comment I will include: "Guidelines are a reminder to people to make sure they have the capabilities to do the job. It is not helpful to a person accepting a job if there aren't any guidelines."

The above discussions are about what industry calls, "Human Resources." None of these topics came up because they're isolated incidents. You can see from the brief parts of discussions I've brought, there can be problems, human problems, at all levels of Al-Anon. It is why Bill's "Essay on Leadership" is so important to all of us.

In the coming weeks and months we'll all be holding elections for the next panel. It's important that we encourage people to do service. Service is part of growth in Al-Anon. But we need to be sure that the people we encourage have the potential to grow into the job. **We want everyone in Al-Anon to succeed!**

Terry K., Panel 52 Delegate

ALT. DELEGATE: SHELLEY C.

Hello North Florida!

This panel has gone by so quickly! Just one more Assembly! It's almost hard for me to believe. I have so enjoyed the members I have met and those I've gotten to know better as I've visited districts in the area. Thank you for the opportunity to serve and grow in my recovery. Service teaches me so much and I learn even more when I can give back.

The Forum Writing Workshop at the District 8 Day of Workshops was a wonderful success. 19 sharings were sent to WSO! Thank you to all who participated.

I learned several interesting things as I perused (I love that word!) the Members' Site on the WSO website. I'd like to share:

For those who do not subscribe to The Forum, there are opportunities to read some of the articles online. Under Individuals, choose Featured Publications, then Read More under The Forum, you will find:

Articles from this month's Forum magazine
 Index of Forum articles
 Submit a Forum sharing on-line
 Download The Forum Writing Guidelines (F-1)
 Subscribe on-line to The Forum
 The Forum printable order form
 The Forum and Al-Anon Faces Alcoholism: Two very different purposes!

In a memo from WSO dated January 14, 2014, the Communications Director says:

"The Forum is now available electronically! Al-Anon's monthly magazine, The Forum, is now available from Nook.com, the Barnes & Noble electronic book store. The cost of an annual electronic subscription is \$11. Individual electronic copies are available for \$1.49. Subscribers will be able to read the electronic version of The Forum on Nook e readers. With a free

Nook app, the magazine will also be accessible on iPads, iPhones, iPod touch handhelds, Android phones (version 2.1 and later), Android tablets, Windows PCs, Mac, and via Web browsers. Al-Anon does not endorse Nook or any outside enterprise. Although the electronic version of The Forum will be available only from Nook at the current time, Al-Anon may offer the electronic version of The Forum through other e-book vendors at a later date. The Forum continues to be available in hard copy by subscription, directly from Al-Anon's on line store."

This may be "old news" but I think it's worth the reminder. Another reminder to GRs: Information and Tips for GRs as Forum Representatives (F-2) is a helpful resource for new ideas. It reminds us that The Forum, The Monthly Magazine of Al-Anon Family Groups, is the "voice of the fellowship" Sharing Recovery, Unity, and Service,

Love in Service,
Shelley C., Panel 52 Alt. Delegate
Communicate Recovery

SECRETARY
LLEW E.

Hello North Florida Al-Anon/Alateen members. I am practicing my P words again – Patience, Participation, Procrastination, Persistence, Perfectionism, and a couple of others (not all good), as I work to finalize the last set of Panel 52 AWSC minutes as a trusted servant of the North Florida Area. Wow. This last year and a half have been an eye-opener as well as a privilege for me. Working with the other officers brings up a whole new level of service commitment.

The Election Procedures that were passed at the Spring Assembly will be used for elections at the Fall Assembly – the first weekend in October. WOW! Hard to believe that Panel 55's Secretary is reading my report. See you soon. Thanks again for letting me serve North Florida Al-Anon/Alateen. Llew E.
NFA Secretary, Panel 52



**Officers; Coordinators;
District Reps; AISLs**

North Florida Area

Turnover Meeting

Saturday

November 15, 2014

9 am to 4 pm

Registration Begins at 8:15 am

Hosted by District 10

First Christian Church
2565 E Kaley Ave
Orlando, Fl.

Directions:

From I 4-going West: Take Exit 81 B toward Kaley Avenue EAST; Merge onto Kaley Avenue (2.3 mi); Destination on Left.

From I 4-going East: Take Exit 81 BC - Kaley Avenue; Make Right onto Kaley Avenue (going East) (2.3 mi); Destination on Left.

From East West Expressway-going East: Take Exit 12A Toward Bumby Avenue; Merge onto E. Anderson Street (.3 mi); Turn Right onto Primrose Drive (1 mi); Continue onto Peel Avenue (.3 mi); Turn Right onto East Kaley Avenue (456 ft); Destination on Right.

From East West Expressway-going West: Take Exit 12B Toward Crystal Lake Drive (.3mi); Merge onto South Street (.3 mi); Turn Left onto Primrose Drive (1 mi); Continue onto Peel Avenue (.3 mi); Turn Right onto East Kaley Avenue (456 ft); Destination on Right.

TREASURER CINDY J.

Quarterly Appeal

Our Legacies – Steps, Traditions and Concepts. These are the foundations on which our program is built, and these are the foundations on which we stand when we participate in service and make decisions for the good of Al-Anon and Alateen.

The 12 Steps – a program of personal recovery.

The 12 Traditions – a program of group harmony.

The 12 Concepts – a program of service to make sure that there is always a place for people to come to recover from the effects of someone else’s drinking.

We come from a wide variety of backgrounds and experiences. We bring these talents and perspectives with us into service. We join in a common program of recovery from a common problem.

While the worldwide fellowship and our own recovery benefits from diversity, our continued existence is also based on a simple principle – voluntary contributions from our members. There are no dues or fees for membership.

It is not our job or our purpose to get creative with financing or raising money. We each make a thoughtful decision on what we put into our Group basket, what donations we make to the District, the Area and the World Service Office. This is part of our personal recovery, and our group harmony.

And our job, at the Area level, is to take those voluntary contributions and do as much as we can to reach out to aid others in the recovery from the effects of alcoholism. It is simple. It works. This is the service structure outlined in our Service Manual.

Please take time to reflect on what Al-Anon means to you, and give what you can to keep that structure healthy and available for all those

who need it. Think about it personally. Talk about it with your Group. Bring it up at your District Meeting.

Thank you for letting me serve as your Treasurer for Panel 52. It has been an honor and a privilege.

Cindy J.
Panel 52, Area Treasurer
1700 North Monroe Street,
Suite 11-120
Tallahassee, FL 32303
NFATreasurer@live.com
850-556-9858

GROUP RECORDS TONI C.

Hello North Florida,

Do you know who is your group(s) CMA (current mailing address)? Your group CMA will bring the

- monthly *Forum* magazine
- monthly Group e-News
- quarterly appeal letter
- annual update sheet

to your meeting so that all members of your group will have the opportunity to see this information. If your group is not receiving the above information, perhaps it is time to ask the question, why?

Since our last AWSC meeting I have been preparing for Fall Assembly registration. I am trusting my Higher Power for guidance and also what His Will is for assembly registration.

I also expect to be quite busy for the rest of this panel –

- As I continue preparing for Fall Assembly in October
- Preparing for the Turnover meeting in November
- Updating new Group Representative (GR) information for groups in the North Florida Area in the WSO data base
- Guiding the Panel 55 new Group Records Coordinator

In order to have Fall Assembly registration run as smoothly as possible, I am requesting that all District Representatives please email me by September 25, the total of Panel 52 and

Panel 55 Group Representatives expected to attend Fall Assembly to ensure there are enough nametags.

I am also asking for volunteers to help out at the registration tables as we will have twice the number of tables to accommodate voting sign in sheets for Panel 52 and Panel 55.

Thank you for allowing me the opportunity to serve as your North Florida Group Records Coordinator.

Toni C, P. 52, Group Records

NEWSLETTER “THE LEGACY”: JANET O.

Greetings, North Florida Area,

It’s amazing that we are nearing the end of Panel 52. It has been an awesome experience for me to perform this service.

As I transition to another Al-Anon area, I hope to continue my service, as well as, continue to visit my Florida AFG family. I am truly grateful for all that I have learned and the many AFG friends I have acquired.

I won’t be able to attend the Fall Assembly. However, I will be sending my last report and will be processing the last newsletter for 2014.

I will be available to whomever is elected to fill this position. It is very rewarding.

Your trusted servant,

Janet O., P. 52

Legacy Newsletter



ARCHIVES CHAM B.

Hello AFG Florida North Area 9:

Archives needs the following from all Districts for the Panel 52 Archives Workbook:

1. Copies of all reports to AWSC and Assembly.

2. If you provide a newsletter for your District members, please provide a copy for Archives — so far I have 1-copy for Panel 52.

3. Where and When copy for your District.

4. A copy of each service positions' description.

6. ORIGINATING DATE OF EACH GROUP FOR EACH DISTRICT. Please provide in an Excel format for inclusion in Archives and to be placed in a cloud and on a flash drive. If no Excel — PLEASE just get me your list. This information will no longer be provided by WSO Virginia Beach.

I'm currently working on the Archives inventory. If anyone in the Tampa Bay Area is willing to come help me, I promise you will actually have fun. Should be short and sweet!

Cham B.

P.52-Archives

PUBLIC OUTREACH: ANN Q.

Dear Al-Anon Family members,

As your trusted servant in the Public Outreach position Panel 52, I have seen H.P. working to give us all opportunities to practice Step 12. **Thanks so much for all you have done.** Your carrying the message is often quiet, consistent service in reaching out to those in need. I am very grateful to have had the opportunity to work with you and be a part of these experiences.

We are not finished Panel 52 yet! We have 2 more Public Outreach items to discuss. At the Assembly Fall 2014: 1) we will be discussing the update on the **Replacement/Purchase Offer** from Pro Forma the **Magnetic sign** Co. If we purchase 1000 for \$1.20 each, we will only have to pay for 500 (\$600) because of a our Credit because of some wrinkles in the previous order. 2) Last

Major PO Activity—At the Area meeting District 3 volunteered to “man the table” at the **Pain Medicine and Addiction Conference** if our GRs vote to spend \$1000 to have an Al-Anon display table at the upcoming — **Pain Medicine and Addiction Conference, Ponte Vedra Beach, FL 10/30-11/1/2014, The target audience is the physicians, therapists, pain management employees, students etc.**

Panel 52 has been carrying the message in North Florida

* Inviting newcomers to Meetings, Gratitude Dinners, Workshops etc.

* Listening—when someone is reaching out

* Bus stop signs with our PO message in several Districts

* Displaying Magnetic signs/Bumper stickers displayed on cars, in offices, clubs, churches, club houses, treatment facilities, police, sheriff offices and now Suffolk County jail waiting room. Signs are traveling on cars & trucks to Chicago, Va., N.Y. etc.

* Donating books to the libraries, schools, treatment facilities

* Speaking at meetings, conferences, schools, sheriffs offices

* Sharing Al-Anon meeting lists with AA meetings for spouses and families

* Writing articles for the Forum or the Al-Anon Faces Alcoholism 2012-2015

* Volunteering at Gratitude Dinners, Anniversary Parties, Day of Workshops

* Newcomer book giveaways of [How Al-Anon Works](#)

* Making or buying supplies for those with talents to create gifts for the Boutique at the Conventions and the Assemblies

There are a variety of opportunities to carry the message to those who are still suffering from the effects of Alcoholism while enhancing our own program.

Service is a way of attracting others to our fellowship. This time in the 3rd year of Panel 52 the new service opportunities are endless. Stand up, show up and you will be surprised at the fun, fellowship and growth you'll have. I do know from personal experience. **Thanks to all who have made my Public Outreach Panel 52**

experience a great one. May HP reward you for all you have done to help me grow.

Hugs,

Ann Q.

Panel 52 Public Outreach—8/29/14

LITERATURE: DI T.

Here's the latest update of literature news:

- **New Daily Reader:** The Literature Committee is currently reviewing the draft for an initial guideline to encourage members to write for the new daily reader approved by this year's World Service Conference. In the meantime, please initiate a discussion in your Area regarding new ways to seek sharing's from members.
- **How Al-Anon Works e-book (eB-22):** this e-book is now widely available from all the same vendors as the *Having Had a Spiritual Awakening...* (eB-25) e-book, and is now priced at \$9.99.
- **An Audio ODATI:** *One Day at a Time in Al-Anon* is now available in an audio version through your electronic media provider as a downloadable MP3 file at \$19.99. It is seven hours and 48 minutes long, narrated by anonymous Al-Anon members whose willingness to participate in this service project made the audio book possible.

CAL Sample Chapter: Each quarter we post a sample chapter of Conference Approved Literature on both the Public Outreach site, www.al-anon.org and the Members' site, www.al-anon.org/members. Through September, the chapter is from *Alateen—Hope for Children of Alcoholics* (B-3). From October through December, you can read a chapter of *From Survival to Recovery* (B-21).

- **“CAL Corner”:** Each month, the “CAL Corner” feature in *The Forum* includes members’ sharings on how a particular piece of our literature has enhanced their recovery. August’s article focuses on *Alateen—Hope for Children of Alcoholics* (B-3). The September article will focus on the *To Parents of Alcoholics* (P-16) pamphlet and the *Parents of Alcoholics* (R-18) timely reprint. October’s issue will feature *Many Voices, One Journey* (B-31).

- **Sharings needed for “CAL Corner”:** If this feature of *The Forum* is to continue, we need more sharings on how CAL has helped members with their recovery. Please urge members to write. We could especially use articles about *Opening Our Hearts, Transforming Our Losses* (B-29), *Having Had a Spiritual Awakening...* (eB-25), *Many Voices, One Journey* (B-31), and *Living Today in Alateen* (B-26).

- **FYI from Group Services:** At this year’s World Service Conference, Delegates were given a copy of the new *Using Al-Anon Principles to Resolve Conflicts* (K-70) Kit. The Kit is \$9.00 US, and includes the *Loving Interchange to Resolve Conflict* Wallet Card (S-71), the *Conflict Resolution Using Our Twelve Traditions* cards (S-72), and a new booklet, *Talk to Each Other—Resolving Conflicts within Al-Anon* (S-73), all of which can also be purchased separately. (S-71 and S-72 are also available in French and Spanish, but translation has not yet been completed for S-73.) This Kit is a service tool to help groups and service arms deal with conflict. Although, it’s not a piece of Conference Approved Literature, and does not come from the Literature Committee, the Literature Coordinators might be asked about it, so we are giving you a heads up. And yes, according to page 104 of the *2014-2017 Al-Anon / Alateen Service Manual*, you can use service tools at Al-Anon meetings.

- **FYI from Public Outreach:** The Outreach Bookmark (M-76) is a free Public Outreach service tool (available in English, French, and Spanish) that has been in print for at least eight years. However, it recently underwent a design change. It now asks, “What can you do when someone close to you drinks too much?” Copies were given to Delegates at this year’s World Service Conference. Although it’s not a piece of Conference Approved Literature, and does not come from the Literature Committee, the Literature Coordinators might be asked about it, so we are giving you a heads up. And yes, according to page 104 of the *2014-2017 Al-Anon / Alateen Service Manual*, you can use service tools at Al-Anon meetings.

For me personally every time I pick up any piece of CAL I always get exactly what I need; my story is always in there I just need to open a book.

Love in Service,
Di, P. 52 Literature

ALATEEN: BOBBI M.

Hello North Florida Area Family,

The service journey as your Area Alateen Coordinator will soon end. Much has been learned and yes, most of what I’ve learned doing service is I’m not alone, Al-Anon/Alateen is indeed a “WE,” program.

Our Area put into place Background/Fingerprinting for our Al-Anon Members Involved in Alateen Service (AMIAS) members. Our AMIAS members have been and continue to be willing to adhere to this process, thank you for your service.

Our NFA Area Policy Alateen Safety and Behavioral Requirements dated May 4, 2013 and posted on our Area web site will be visited to correct the numbering, to include Section III

“Groups,” and also to delete any member or members names as mentioned in Item 7 of Section II.

E-communities site continues to educate me and yes, our Area has stepped up in many ways to protect our teens. For knowledge and information only, there are many Areas that are now hosting “get together’s” for their AMIAS members to share their concerns and questions with each other. Some Areas are also requiring of their members the Background processing. Much is learned from others, and as shared; indeed Al-Anon/Alateen is a WE program. One topic that was shared was, “are other Area Districts posting on their Where/When’s Alateen meetings?” Please share with me if your Districts do post your Alateen meetings on your Where/When’s, thank you.

Moving forward to the Area Processing of records. Thank you to ALL for your help by forwarding your District training rosters, they are/were a great help. World Service Office (WSO) Annual Re certification was completed by their dead line date, and this was good!!! There have been “many” and I share many email exchanges, from/to, and phone calls between WSO and YOU our Districts. However, together WE did it. There are items still outstanding, however, together WE WILL get it done. There have been Alateen groups disbanded, and this is the sad part. However, “I” am learning it is what it is. As of this date, and to my knowledge there is not a “time frame” put in place for our AMIAS members to complete the Background processing. Yes, there are “some” members who are registered with WSO, and have completed their Area requirement of attending a training/orientation session, and have not as of “this date,” completed the Background. This needs to be addressed with our AMIAS members, and perhaps a time period needs to be required. On the same topic, Districts are encouraged and asked to contact the Area Processing Person (AAPP) when a member of their District begins the Background checking, this allows the AAPP to know the District the member resides. Its the “little things” that count. :-)

For information and knowledge, please know that copies of YOUR District AMIAS members and Alateen groups within YOUR OWN District will be given at our AWSC Meeting, to District Representatives, and District Alateen trusted servants doing record processing within each District. Please take the time to look at, read these documents over and share any concerns or questions with me ~ I am here for you as YOU are for me.

Going to end here and share with ALL of you ~ currently NFA09 has ~

97 ~ Al-Anon Members Involved in Alateen Service

8 ~ Registered/Trained members that need the Background processing
29 ~ Active ALATEEN GROUPS
and lastly

19 ~ AMIAS members who are DUE or PAST DUE with Training session

Districts are encouraged to be mindful of this

Going to end here and THANK each and EVERYONE OF YOU, for your time, service to my program Al-Anon/Alateen ~ YOU ARE LOVED!!

Love in Service,
 Bobbi M., P-52
 Area Alateen Coordinator

**WEBSITE:
 SHELLY F.**

Hello Florida North,

Keeping things simple has not always been a strong suit for me. Practicing this slogan in my service work has encouraged me to apply it more in my daily life. So when I began to get 10-12 registrations to the website emailed to me on a daily basis, it was time to pull the plug. That's what you do when the do-do hits the fan. Right? I did try Plan B for some damage control first, but the spammers were persistent little buggers. Hence, Plan C - subscriptions are closed and not being taken at this point in time.

We may revisit the idea of instituting a member only area, if time permits, during AWSC's task force to review website guidelines. The guidelines in question will formally establish the purpose of our website and its ownership. As a whole, they will ensure the website's continuity across panels and warrant conformity to our Twelve Traditions and Twelve Concepts. Like most guidelines in our program, they are suggestions and not directives. I think our future trusted servants will find it helpful to know what has worked in the past and in other areas worldwide.

Next, I have added on a trial basis a different method of translating our web pages. A button to the Bing Translator has been placed at the top right of every page. When clicked on, a drop down list of 45 languages is offered for the viewer's preference. Once a language is selected, the entire page will be translated, including menus. I believe this will benefit a wider audience and make translating the entire site quick and effortless. Please give it a try, and let me know if you think this is a worthy addition.

If you haven't visited northfloridaal-anon.org in the last few weeks, you may enjoy seeing the results of Area 9's combined public outreach projects. You can find out Where to turn... for help or say I Spy too! Tell us if you've spotted any evidence of it yourself. Even better, take a picture and send it my way for posting.

Happy surfing and thanks for listening!

Shelly F., P.52, Website

**AREA ALATEEN
 2014 CONFERENCE
 REPORT**

The Alateen Conference for 2014 was a huge success.

We had a total of 75 members in attendance with 37 members being Alateens.

We had last minute changes that we were not completely satisfied with, but we had to make it work. Three days before the event the Ballroom that we thought would work as an all-purpose area where we could all come together in one space for hospitality and meals was contracted by a Catering company, and we would have to use the Catering company for meals and hospitality.

This came with an excessive cost that we could not afford, so we booked another room to use for Hospitality and meals.

The Hotel misunderstood the use of the Ballroom, so they provided us an extra room at a very low cost. This extra room was very crowded with 70 persons, so we decided to have 2 separate hospitality and meal areas to have enough room for all guests to be comfortable. We decided on a teen hospitality in the teen room and an adult hospitality in the extra space. The teens wanted food and were not concerned about this as they all ate together with their assigned sponsors. They were glad just to be together meeting new people.

Of course, the main meal, a buffet Saturday evening was all together in the ballroom.

Instead of the customary Saturday night speaker, we gave the teens a fun night at Daytona Lagoon and that was a big hit. They also had several hours of fun on the beach.

We had to be out of the Hotel Sunday morning by 11:00AM, so the majority took advantage of the free continental breakfast before we closed out.

The most difficult process of this event was raising the money to make it happen. It would have been an impossible event if we passed the total costs on to the teens. This required all Districts to get involved and help raise the funds for this event. I have to say

the Districts did step up and I am so grateful. "Together we made it!"

This was a different type of event than the customary camping with dorm style accommodation. Taking it late in the time frame left most camping accommodations booked in the N.F.L. Area, so we sought out a hotel setting on the beach which had great accommodations to fit the event.

We also, provided 37 raffle gifts to each teen which was donated by my home group.

A message from the Alateen Chair (Charalyn): My role at the 2014 Sands of Serenity Conference was the Alateen chair. It was a joy to have been part of something so great that touched many different lives. Compared to previous locations, I believe Daytona Beach was by far the most interesting and luxurious. Walking up to people and tying yarn on them was a fabulous ice breaker. Everyone wanted to move around and meet people. The meetings where we had a rotation or we tossed beach balls for people to share was highly productive. It helped the teens to open up and let their Inner feelings out.

When we had beach time most of us enjoyed swimming. Having our own space for most of the activities helped us to bond.

Our fun night at the Daytona Lagoon was as intended — fun. Laser tag allowed us to move around and play with each other safely. The go kart races were awesome; everyone enjoyed themselves. The Angry pillows meeting was funny, no one punched the pillows too hard. The buffet was quite delicious. Having different people chair each meeting was very beneficial. It allowed people to be brave and for different ideas to flow. Pizza night was also a good night. When in doubt feeding teens pizza is a good idea. All the interactions led to phone numbers being exchanged and even some people staying up thinking of more ideas for next years conference. They were so excited to plan the next after going to this years. Open mic made it possible for everyone to voice their opinion,

and many were eager to share.

During our free times we found entertainment by playing cards throwing the beach ball to and fro and sometimes just talking. With all of our different backgrounds and city's that we come from we learned a lot from each other. The time we had to just spend with each other made it possible to get to know people we wouldn't have otherwise. It made us feel not so alone and loved despite our differences from others. When we had our beach ball tag meeting, more people shared and let out real struggles. In a way, many people unburdened themselves by sharing their troubles.

A message from our Pre-teen chair (Katherine): Alateen Conference 2014 Sands of Serenity was a huge success in my eyes.

I was preteen Sponsor and nine teens decided to have a pre-teen mtg. by themselves for the ISMS/solutions meeting. I believe we had 11 pre-teens at the Conference. They felt it easiest to talk in the pre-teen meeting, but shared in the large group as well. I was impressed with how well they used their program.

I loved the hotel. The room size for the meetings was plenty of space. There was plenty of free time to enjoy the beach.

The Alateens truly enjoyed the outing at The Daytona Lagoon where they could play laser tag and ride the go-carts.

I was super excited for my 12yr. old son to meet other boys / girls his age. The sharing at the open mic let us know that the kids really had a wonderful time, and it was a first Conference for several of them.

Final expenses:

We raised \$7,505.46 and our budget was \$5,000.

Our expenses were \$4,961.91 / Bank fees were \$115.00

Balance back to NFL Area \$2,428.55

Yours in service,

Sharon N. DR. / District 5 N.F.L. (2014 Alateen Conference Chair)

DISTRICT 1 AISL: DIANE C.

How time flies! Panel 52 is coming to an end, and it has been 3 years of service as District 1 AISL. There are many things I'm grateful for as this panel ends. I have had an amazing 3 years of service and personal growth. I must say some of it was painful! But, I would not trade it for anything. I have met some truly wonderful people in service, and I have experienced sharing of experience, strength and hope that I did not expect. I thank you.

We are pleased to be serving as your hospitality hosts during this AWSC meeting.

District 1 has gone through a period of ups and downs which have both taught me something. Our Higher Power is Always in charge and everyone is at a different stage in recovery. We have 9 active Al-Anon meetings, 1 robust newcomers meeting and no Alateen or Spanish meetings. Our newest meeting, Oxbottom, has been put on hold due to location changes. We did have 1 meeting close due to lack of interest.

I look forward to being in service in the future though I'm not sure in what capacity.

Participation Is The Key To Harmony
In Service,
Diane C. AISL, D1

DISTRICT 2 REP: ELSA C.

Since this is a voting year, our primary conversations at district have been about service. We are trying to focus on getting new involvement from members. Some positions have been taken, but we still have three open positions; these are Public Outreach, Alateen Coordinator, and Phone Service Coordinator.

Our service workshop was held August 23, 2014 at Oak Park Church in Gainesville, from 10:00 AM to 2:00 PM. We made presentations to explain our district service positions. We were available to answer questions anyone had. Our goal was to share our experience, strength and hope about the benefits of being involved in service. We wanted people to understand the duties and responsibilities within the district, when considering a service position. We hoped to get new members excited about participation in service as a result of this service workshop event. All members involved in district service were asked to invite at least one member to the day of workshops. I invited two new members to the day of service workshops.

We are positive we will be able to fill all our positions. It is my personal opinion, that we offer the opportunity to new members to become more involved in service. Let the newbies have a chance to grow in their recovery. I am grateful to my first sponsor who pushed me to be in service.

Our public outreach program is taking shape. We have seen more than a year of successful meetings at the women's jail in Marion County. We have begun a new outreach project and two members have volunteered to head it up. Paula and Akilah are taking Al-Anon information to different places in the community. Our project has chosen to focus on local women's shelters.

Our newsletter is growing and our district website is filled with information. Please try to visit the website to see how our district has improved over the past three years.

We have added another AMIAS in our district. Rick S. from Gainesville completed his training and background check. We are looking to add more AMIAS, so we can open Alateen meetings in Gainesville and Ocala. We currently do not have any Alateen meetings in our district.

We have done a lot of work in our District during Panel 52, and, we hope, the new members involved in

service keep the district moving forward in a positive direction.

In love and in service, your grateful trusted servant,

Elsa C. DR D2

DISTRICT 3 REP: CHARLENE S.

District 3 is all about working together. We have learned that in order to stay well and happy we have to work together to give it away. As District Representative (DR), I can truly say I have never had a dull moment, nor worked so hard in my life and enjoyed it all.

Have you ever wondered if you could do a workshop and not be there? Well, you can. The workshop was well planned and then the chairman could not be in attendance—some family thing that required her going out of town. She did everything by email and at the last minute emailed that she couldn't be there and asked for help. You know Al-Anons are always ready to help. The workshop was a success; had over 30 in attendance; made several bucks for the district; had a great speaker; and everyone enjoyed themselves.

D3 has been trying to put together an outreach project for several years—nine that I know of and participated in the committee meetings. We have done what we call the plastic display project. Each group was given four plastic display stands for Al-Anon literature and D3 calling cards. The person, who placed the stands where ever they were placed, was to keep them supplied with literature. Our AIS then coordinated collecting where the stands are located and gave us a printout. We lost some, but we have had a terrific response to the ones still out there.

This year we put together a thought force to decide how we should spend out outreach budgeted savings. Then we put together a task force that is

working on spending the budgeted savings using the guide from the thought force. We have been so fortunate as to have a Chairman who has guided the group, using her marketing skills, into some fantastic ideas to take back to district for approval. All the ideas we have had before, but could never quite get to the point of doing. So far we know we will have an Ad on the Daily Billboard, signs on the backs of city busses, Facebook Ads, display table covering and stand for whatever or whenever we need them, and Val-pacs are still up in the air. We plan to coordinate all our efforts between Thanksgiving and New Years. We will be able to let you know the outcome after the holiday season.

The 2015 Service Workshop planning committee is in full force. Get yourselves ready for lots of fun and encouragement—WEEDS to SEEDS. We all have pulled many weeds before the seeds of service could sprout. I guarantee you will enjoy. We are planning for 100, so bring several others with you when you come. (Just a reminder that the last Service Workshop is D3 was the Communication Pipeline and everyone got a bright yellow hardhat to wear.)

We have revised our service job descriptions, eligibility guidelines and voting procedures to encourage more participation. Elections will be at our next district meeting.

I can continue bragging about D3 and all that is happening for another several pages, but I think I may be a little biased in my thinking.

Love in service,
District 3 Loveable DR,
Charlene S

DISTRICT 4 REP: LUCY MacD.

District 4 has approximately 32 - 36 meetings, including 3 beginner's meetings, 5 Book Study meetings, 2 Step Study meetings, 3 Adult-Child Focus, one institution meeting which meets twice weekly, and one meeting that meets thrice weekly. I am thrilled

to announce the starting (September 12 @ 7:30 pm at United Methodist Church 1520 S. Daytona Avenue Flagler Beach) of an Alateen meeting, scheduled to coincide with established Al-Anon and AA meetings on Friday nights in Flagler Beach. The Alateen meeting has two AMIAS for sponsors, and a list of alternates in case another AMIAS is needed.

District 4 continues to hold its business meeting on the third Saturday of each month at the Learning Center of Santa Maria Catholic Church in Flagler Beach. All are welcomed. It is scheduled from 10 a.m. to noon; it has been decided by a group conscience that we stay (a reasonable time, usually 20 – 25 minutes) until business is complete. We observe a 10-minute break at 11 a.m. and resume with a spiritual share by a member; light refreshments are served. Attendance numbers between 14 and 20. Attendance has been down during the summer months, but hope to see the number inch up in September (elections!).

Talking about elections, I am excited about the upcoming district elections for Panel 55. I have only been the DR of District 4 since January 2014 and will continue (with the help of HP, of course) in this position for the next panel. My AISL, Diana Z, also only in office since January 2014, will remain for Panel 55. In addition to these two positions, others have already voiced their willingness to stand for chair positions, and I have been informed that many groups already have GRs for their home groups for Panel 55. As a whole, our district officers and chairpersons are committed (???) to responding to emails/phone calls from fellow Al-Anon members in a timely fashion; this is an area in which we felt improvement was needed.

District 4 is hosting the NFA AFG Convention 2014 at the Shores Resort & Spa 2637 South Atlantic Avenue Daytona Beach Shores, FL 32118 from Friday, September 5 thru Sunday, September 7. Last minute loose ends are being addressed by a group of very ambitious, talented, dedicated but tired Al-Anon members. I am very proud of the work of all these

volunteers from District 4 as well as all the Al-Anon members from other districts in NFA that have volunteered their talents, time, energy and willingness.

Two groups from Daytona Beach are standing together to host our District 4 Gratitude Dinner on Saturday, October 11, 2014, from 5 to 8 p.m. at Westminster Presbyterian Church 3223 S. Peninsula Drive Daytona Beach Shores. An Al-Anon speaker has already been invited to speak.

Yours in Service,
Lucy MacD. DR D4

DISTRICT 5 REP: SHARON N.

If has sure been a recovery journey jolt to be part of the AWSC as a District Representative.

Being part of North Florida with Panel 52 has been an interesting journey process.

I am grateful to have been part of it and you know, there is always something new to discover.

District 5 had our latest District meeting on July 26th, and we will be accomplishing some important projects at this time.

Public outreach presented a bus bench project, and all approved that we go forward. This project will be implemented in Pasco County as this is one of the Counties that has an opening.

We added a Professional Page on our website which will provide information and a brochure that professionals can print out.

We are looking forward to an open Al-Anon & Alateen Anniversary meeting in Citrus in September. The previous year brought us 40 interested individuals, and we are hoping for even more folks this year.

Our Gratitude Luncheon will be held Saturday, November 8th @12:00 Noon. The address for this

event is St. Elizabeth Episcopal Church, 5855 16th Street, Zephyrhills FL. 33542. All are welcome to join us.

We also have a Holiday Luncheon lined up for December. There will be more information to follow.

Being that this is a voting year we are talking a lot about service. Some positions have been taken, but the top positions still remain open such as DR., ALT. DR, AISL, Treasurer, and Secretary. It is early yet and we hope members will show an interest soon.

We have done a lot of work in our District during Panel 52 and look forward to keeping our District moving in a positive direction.

We opened a new Alateen Meeting in Pasco County at Veterans Memorial, August 27th. This meeting changed from an institution meeting to a closed Alateen Meeting. Alateen continues to grow in our District and has found a place in my heart, so I hope to see this continue as I will be taking Alateen Coordinator next Panel.

Yours in Service
Sharon N. DR D5

DISTRICT 6 REP: EVA N.

Time goes by very quickly when life is busy. It doesn't seem possible that three years has almost come to an end. I am sure I can do the job now.

District 6 is running smoothly at the moment. Our finances are in good shape, and we have been able to donate to WSO and the North Florida Area. We are again, this year, offering \$100 grants to Alateens in our district to help defray expenses for the convention in Daytona. The District also donated funds to the 2015 Convention Committee to help with startup expenses.

We continue to provide a speaker, when requested, to the U. F. Rehab Center in Longwood. The bumper stickers have been dispersed, and I see

them about town. We have 40 active groups, and one (1) Alateen group in the district.

New election procedures have been reviewed with our GR's, and we have adopted those for the district. Elections will be held at our September District meeting.

The 2015 Convention committee meets on a regular basis—mapping out plans for the 2015 event.

The only chair position left to be filled is AA Liaison. Hopefully, we will move forward in the next panel with some of the same people willing to serve who came in during this panel. The additional chair positions are functioning well. LDC and Website are outstanding. Public Outreach is beginning with some baby steps within the community of District 6. Archives has prepared a very nice binder for the history of this panel and its' activities.

In service,
Eva N., DR D6

**DISTRICT 7 REP:
ANDY M.**

Looking back on this Panel 52, District 7 certainly has had more than its share of ups and downs. I was elected DR but after one year, my wife fell mortally ill to which I made the hard decision to devote all my remaining time with her in her last living years. The District's alternate DR, Anna DO, took the reigns and skillfully thrust forward an aggressive district agenda – until she also had to resign due to personal issues, causing me to be re-elected one year after resigning, to finish Panel 52.

Regrettably, we struggled unsuccessfully for the entire panel, to find a willing Alateen meetings chairperson. Thankfully, we still could and did count on our loyal and dedicated Laurie (DAPP) to fill in a pinch.

As a district project, we developed and produced a complete Position Guidelines and Election Procedures

manual. The finished product is both easy to read and well indexed, enclosed in a hard binder to insure superior wearability.

Another district project was our Public Outreach project. We bought vinyls for a number PSTA bus stop bench seat backs and are currently looking around for where they are. The newness of the colorful "When You Don't Know Where To Turn" vinyls get plenty of heads turning.

When we wrote our District election procedures, we chose to not include Al-Anon members who are also members of AA in any positions above group level. This brought a firestorm of discussion and even a motion to vote to allow those members more latitude in service at District level. There was a need to discuss, but table the motion a month so all GRs could adequately discuss the issue with their members. When they returned the following month, the original motion was withdrawn all together. Which means that by default, the original writing of our District 7 Election Procedures stands.

I want to personally thank all of you for your love and support through my tenure and forced absence.

In service,
Andy M, DR D7

**DISTRICT 8 REP:
CHARON L.**

Recovery Weekend was such a great success for all who attended that it is already slated at the same venue next year but in April. If you want to review and renew, we will see you in April, 2015.

Tampa Bay Fall Round Up: Invited our District to participate in this 28th annual Labor Day Weekend Event. This will be our biggest public outreach of the year and it is a welcome opportunity to co-operate with Alcoholics Anonymous. We will have new volunteers manning the literature

table and chairing meetings. This is a wonderful way for *families and friends* to come together to share experience, strength and hope while enjoying speakers, socials, sports and even a talent show!

Alateen Conference: We took *NINE* Alateens to Daytona for Conference. They enjoyed and participated in all the meetings. Just as importantly, they renewed friendships with their peers from around the state, especially their past acquaintances from South Florida. It is good for them to actually see that they are not alone. So while our kids did raise a lot of money selling beverages at District events, the District members did extremely beneficial twelfth step work by providing the rest of the cost. A giant, giant thanks to Sharon and D5 for hosting this event.

Small Group Growth & Expansion Project: Our Alternate DR and some dedicated volunteers have done much work to identify small groups and draft pages of ideas on how we can provide a variety of support. This valuable effort will continue into the next panel.

Newcomer Packets: This is the second year that our District covers the cost of newcomer packets for any group that asks. We felt this better spread the expense, and it is working well.

Convention: We allotted \$100 for hospitality goods and two 2 volunteers will split the delivery.

New in Positions: Thanks to Laura for stepping up as our Archivist and to Yvonne for stepping up as our Answering Service Chair. This leaves only one open position, Alateen, but some folks are asking their HP about it.

AWSC GIPS: With elections around the corner, our GRs approved sending **three** Growth Investment People up to Area.

Yours in Service,
Charon L. DR D8

**DISTRICT 9 REP:
JILL O'B.**

Wow, my last Legacy report for District 9! I'm excited about that! I feel like as a District we have accomplished many things in (almost) 3 years. We continue to work well together and this Panel has done a great job! I have watched many of them change positions and sometimes take on more than one to make sure things run smoothly for District 9. Service is so wonderful, and there are many in our District who know that is true! All of our positions once again are filled and that has been challenging! I am so grateful for all those who have been a part of Panel 52.

The District has a new Treasurer to take over for the rest of this panel. I am very encouraged with how our bank account has improved over this panel.

Our Group Elections *are* happening and *will* be happening in Aug & Sept, with the District Elections on September 20. This year all positions on the panel have been asked to write a job description so that they are available to anyone in the District that might be interested in standing for a position. All GR's have copies of the job descriptions to share with their members.

Public Outreach has represented Al-Anon in our District at a couple more health fairs this summer. It always proves to be exciting to serve in this way and share with many who are not aware of what Al-Anon is.

We are preparing to be a part of the Convention and are excited to see and taste what they have been "cooking", and looking forward to some time at Daytona Beach!

Looking forward to the Fall Assembly with outgoing and incoming GR's attending! And I certainly have been praying for that new DR!! I'm excited to see how our Higher Power is going to work all this out! District 9 is in charge of the raffle, and we are preparing for that.

Our Gratitude Dinner will be held on November 1st in Sebring at the Sebring Christian Church hosted by the Sebring AFG. They are trying something new this year, holding it at lunch time. You are all welcome to join us. Information can be found on the District 9 web site.

Jill O'B. DR D9

**DISTRICT 10
REP:
MICHEL S.**

One of the activities that District 10 is proud of is the continuing workshop sessions we have had each even-numbered month of the year, namely February, April, June, August, October, and December. This has been a tradition for several panels. We had over 40 people in attendance last month for our workshop on enabling. I saw so many familiar AND new faces. It was heartening! The Alternate District Representative gives the workshop dates out at our District Meeting, and anyone in the program can grab a date and "put on" a workshop. We have solo presenters, duets, trios, and more. They bring scripts, props, scenery, laughs, but most importantly, program. The pleasure of seeing others share their experience, strength and hope, in the workshop setting has been indescribable. We are grateful!

District 10 is chugging along and growing. We have 2 new meetings, bringing our total to 29. We have 4 Alateen meetings – 2 are in Orange Co. Public Schools. We have 4 Spanish speaking Meetings. District 10 Elections will be held at our District meeting on Sept 20. We in District 10 are very excited to be hosting the NFA Turnover Meeting, Sat., Nov. 15th. Turnover Committee continues to meet regularly in our preparation.

A Very Special "THANK YOU " Janet O. You 've been Awesome as Legacy Chair. You're a hard act to follow and you'll be missed !!

Yours in service ,
Michel S. DR D10
(aka-Kitchen Witch for the Turnover Mtg)

**DISTRICT 11
REP:
PAULINE C.**

I can't begin to tell you how proud I've been to have been of service to this district. It has been a learning curve for me that I have needed.

Being in the fellowship for as long as I have, I didn't realize how stale my program had been, but they sure pull me up by my boot straps and made me grow that much more and more honestly – so for that I thank them.

We had our elections, and all but two positions are filled and with HP's help that will be taken care of by our next meeting.

We had a picnic this year and hope to get to do another next year. Plans are under way for our next gratitude lunch/dinner, yeah !

Again in the beginning of the year we have been invited to participate with AA in their round-up.

The elections for the new panel will be discussed before the Assembly, and the report Wendy sent is up for discussion at our next meeting.

We have twenty-one meetings, and at the last district meeting we had seventeen in attendance.

We also had an Alateen training session two weeks before AWSC.

With much gratitude and love,

Pauline C, DR D11

**DISTRICT 12
REP:
SANDY P.**

District 12 is gearing up for our district elections scheduled for Sept 20th. We updated our district's service position guidelines and also came up with

election procedures. The position guidelines took a total of 3 district meetings to complete. It was a time-consuming process, but worth the effort. If anyone wants a copy, it's on our website <http://www.al-anon12.org/> under form and service tools.

District 12 has 40 Al-Anon meetings and currently 37 Group Representatives. 28 GRs attended our July District meeting, 25 attended in May and 30 in March. We hold our district meetings every 2 months.

Our public outreach efforts recently have included the following: We have continued to provide Al-Anon materials to places of worship.

We will have a booth at the Sarasota Gay Pride Event in October (for the second year in a row).

Our public outreach chair has been coordinating with our AA Liaison. We started this panel by creating the AA Liaison position, but we didn't have a public outreach chairperson until this past Spring. Filling that position has made the AA Liaison position more effective, and we hope that this is just the beginning of a growing relationship.

We completed training for the Sarasota police force about Al-anon. A follow-up meeting took place with the Sarasota Police chief to get an evaluation of this project from the police. The meeting was held on July 8. Everyone thought the project exceeded expectations. Chief DeP. stated that the primary reason for that police conclusion was the personal presentations by (28) members presenting their various experience & recovery. When we pointed out that only 13% of the officers knew what Al-Anon was, Chief DeP. responded that as the result of our presentation, 100% now know. In addition, she also observed that our entire conduct was very professional from our on-time arrival, the succinct presentations, the focused content, to the honoring of our overall 30 minute time commitment. She then opened a discussion on further ways that they could work with us in

getting Al-Anon known to the public. Ideas included:

Al-Anon presentations to the Sheriff's Dept. & The Fire Dept.

City school – training for new police officers.

Al-Anon presentation to the Florida Police Chiefs Association.

National Night Out Event – held once a year (Al-Anon Booth)

Booth at Sarasota Farmers Market – one time during the year

Citizens Academy Alumni Training

SPARK
Work with the Police Dept. media officer to develop a PSA for police use.

Al-Anon contact data to be placed on the mandated pamphlets handed to Domestic Violence Victims. Until the next printing, the Al-Anon District Card will be attached to the hand out.

We have been formally been invited to participate in the following:

Speak to Sarasota Police Department Volunteers in September and after that we are invited to meet with new Volunteers as they are brought in

National Night Out @ Payne Park on 10/7 from 4:30 to 8:30 (we can answer questions and hand out material)

Sarasota Police Department Farmer's Market Booth (we can answer questions and hand out material)

Yours in love and service,

Sandy P. DR D12

**DISTRICT 13
REP:
ELLIE B.**

We are approaching the end of Panel 52 and this was our last AWSC meeting. I am filled with mixed emotions, but I'm very hopeful for the future. It has been an exceptional panel for District 13, formerly District 130 of South Florida. Our experience moving from South Florida to North Florida has been very exciting. We don't know what tomorrow will

bring, but Panel 52 has been filled with so many new experiences. I would like to thank all of those who have helped us along the way and made us feel to welcome in North Florida.

District 13 groups are holding elections and their members are stepping up to fill the positions. I am hopeful that all groups will be able to fill their positions before the end of this panel. Our district elections will be held in September, and I have been hearing that people have expressed an interest in stepping up for many of the positions, both officers and chairs.

Our new website has been a huge success, and many new features are being added. Thank you to District 12 for their support in this endeavor. Working with District 12 to obtain our Literature has also been successful. The savings have been significant, and we look forward to working with the new Literature Chairperson during the next panel.

We have another Alateen training session coming up on September 20th from 1-3 pm at the Goodwill on the Island of Venice. We also have our Tea & Card Party coming up on October 18th at the Redeemer Lutheran Church in Englewood. This was a very successful and fun day last year, and we are looking forward to another fun day with a speaker, lunch, and numerous greeting cards for sale.

The Calendars for 2015 are here! These will be available from our district members at the Fall Assembly for \$6.00. The artwork was donated by one of our members, and the calendar was put together by another. A third member of our district has been helpful working on the project. Thank you to Holly, Julie, and Linda.

Please come and join us at our meetings and events. These are all available on our website: nflldistrict13al-anon.org.

Love in Service,
Ellie B. DR D13

**NORTH FLORIDA AFG AREA
AREA WORLD SERVICE COMMITTEE (AWSC) AND AREA ASSEMBLY
PANEL 52 – 2014 HOTEL INFO AND ASSIGNMENTS**

DATES (2014)	EVENT	LOCATION	ROOM RATES	ASSIGNMENT	DISTRICT	NOTES
Oct 3-5	Fall Assembly *Elections for Panel 55!!	Sheraton Lake Buena Vista- 12205 South Apopka Vineland Rd. Orlando, FL 32835 1-800-423-3297 www.sheratonlakebuenavistasort.com	\$95	Hospitality Fri & Sat Fun Shop Fri Light Side Sat Raffle Sat Registration Fri & Sat Red/Grn Light Sun Spiritual Mtg Sun Sgt. At Arms	District 4&2 District 1&6* District TBD District 9 District 8 & 13 District 10 District 3 District 5	*D1 Traditions 11 & 12 *D6 Concepts 11 & 12
Nov. 15	Area 9 North Florida Turnover Meeting	First Christian Church 2565 E. Kaley Avenue Orlando, FL		Panel 52—Final Meeting— AM Lunch Panel 55 —First Meeting PM	District 10	For more information Contact Lois M. 407-579-9182 or loismiller100@aol.com

Remember to get a confirmation number when you make a reservation. When rooming with someone include both names on the reservation. Reservations must be made 30 days in advance of the event. There is a 48 hour cancellation notice. Make sure you inform the hotel you are with NFA AFG (North Florida Area AFG) to get the room rate and a reservation for blocked dates. Tax exempt applies only to payments make by the North Florida Area Treasurer.

RED LIGHT-GREEN LIGHT TOPICS/QUESTIONS

FOR FALL ASSEMBLY 2014

1. In a large Step Study meeting (average 24), 1 or 2 members sign to chair at least once a month. Is this a form of dominance?
2. If I don't have a computer, should I not be a GR (Group Representative)?
3. Is the primary purpose of outreach to bring more members to existing groups or to get the message out to those who do not know about AI-Anon?

North Florida Area Service Job Descriptions (General Duties)

1. Prior to standing, individually assess one's ability to successfully meet expectations of the Position.
2. Must be in good health, (i.e., be able to sit for long periods of time and be fairly mobile).
3. Recommended that a person choose a Service Sponsor familiar with the duties of the position for which the person is standing. Be willing to ask and accept help, not work in isolation. Be willing to work with others and also be willing to establish a committee to do some tasks of the job.
4. Support the Area group conscience regardless of personal views.
5. Attend 4 Area meetings per year.
6. Follow up with tasks related to position matters in a timely manner.
7. Write reports for each meeting (length to be at the discretion of the Area panel chairperson).
8. Following each Area meeting, submit a report to the Legacy Editor within the stated deadline.
9. Send or post reports for the NFA Website (at discretion of the Web Coordinator).
10. Have access to email and be willing to communicate by email and be able to send/access attachments.
11. Must be willing to access and use ECommunities relevant to the position (Officers and Coordinators).
12. Participate in conference calls with NFA and WSO as appropriate.
13. Participate in presentations at districts and North Florida Area events as a representative of the North Florida Area.
14. Cannot be a member of Alcoholics Anonymous (Coordinators and Officers).
15. As assigned by Area Chairperson, participate in Area Thought/Task Forces. This may require working on assigned projects between Area meetings.
16. Should have a working knowledge of the 12 Traditions and 12 Concepts and 5 Warranties.
17. Incoming and outgoing Panel members need to attend the Turnover meeting at the end of the outgoing Panel to ensure a smooth transition from Panel to Panel.
18. Provides NFA Treasurer, within your area of responsibility, information concerning line items which may exceed 10% of current budget.
19. By JULY 1st provide NFA Treasurer the estimate of expenses within your area of responsibility, for the next fiscal year.
20. Participate at TEAM Events and Service Workshops.

Delegate Job Description

As the name implies, full authority is delegated by the assembly to the Delegate to vote as he/she sees fit "for the good of Al-Anon as a whole." Although the Delegate shall be aware of the feelings of the area, the Delegate shall not be bound to vote those feelings. The Delegate shall have good reason for all votes.

AWSC Duties:

1. While at the AWSC, chair the Friday night Al-Anon Information Service Liaison (AISL) and Area Coordinator meeting.
2. Attend Officers' meetings and meetings between the Area Coordinators and Officers.
3. Communicate with Area Officers between Area meetings regarding Area concerns that arise.
4. Work with the Alternate Delegate when possible to submit a "Chosen Agenda Item" for the World Service Conference (WSC) agenda.
5. Have a working knowledge in the use of computer technology and power point presentations.
6. Encourage visits to districts and district events in the Area.

WSC Duties:

7. Attend the South East Regional Delegates' Get-Together (SERDGT) once a year and give a written report of the SERDGT.
8. Throughout each of the three years, participate in WSC Committees, Thought and Task Forces on various projects assigned by the Chairman of the Board.
9. Attend and participate on WSC Committees, Thought and Task Forces to continue or finalize work done throughout the year, the day prior to the World Service Conference (WSC).
10. Attend and participate in the week long World Service Conference (WSC) once a year and bring back to the Area information and decisions made at each Conference through the Delegate's report.
11. Be a resource and support to members throughout the Area who contact the Delegate regarding questions and concerns members have in their groups, districts, in the Area, and with Al-Anon as a whole.
12. Understand and articulate the Conference structure, and Conference decisions.
13. Be a liaison between the Area and the World Service Conference

(WSC) and WSO.

14. Gain a deeper understanding of Al-Anon as a

whole and awareness of the needs of the worldwide fellowship.

15. Educate the membership of the importance of finding qualified members to apply to be on the Board of Trustees, and encourage members to submit resumes for the Board of Trustees.
16. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Alternate Delegate Job Description

1. The main job of the Alternate Delegate is to be prepared to step into the shoes of the Delegate, should anything happen to prevent the Delegate from fulfilling his or her responsibilities. The Alternate Delegate should stay in contact with the Delegate for this purpose.
2. Acts as the Forum Representative for the area. The Alternate Delegate encourages readership and submission of articles to *The Forum*. This includes encouraging members to integrate the magazine into their meetings, giving writing workshops, reporting on readership at Assemblies and presenting a *Forum* poster board.
3. Acts as parliamentarian for both the AWSC and the assembly.
4. Presents the GR orientation at Assemblies. This may include working along with a couple of District Representatives (DR), to give the GR orientation at Assemblies.
5. The Alternate Delegate along with the assigned DR, selects three concerns for Assembly Red Light/Green Light topics which are presented to the AWSC.
6. Attends officers meetings and conference calls.
7. Maintains an active knowledge of current business in the North Florida Area.
8. Purchases and labels the plastic bins and nametags that are given to each panel member, including any changes and additions that occur during the 3 year term.
9. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Chairman Job Description

A Chairman should have leadership and organizational ability, serving rather than dictating. It is essential to be able to plan an agenda and conduct meetings in an orderly manner. "Communication and cooperation with others are key elements of good chairmanship" (2010-2011 Al-Anon/Alateen Service Manual, page 150).

There are five main areas of responsibility for the North Florida Area Chairperson:

1. Conduct four area meetings per year, (two Area World Service Committee (AWSC) meetings and two Area Assemblies).

For these meetings:

- Create a seating chart for AWSC and Assembly.
- Create an agenda for each meeting.
- a. Ensure the agenda is distributed to AWSC members and posted on NFA website a minimum of 2 weeks prior to each meeting.
- b. Ask DR's to provide an estimate of attending GR's, Past Delegates and guests to provide to hotel to ensure adequate seating.
- c. Sign off on Beverage Event Orders ((BEOs)) with hotel contact person (food & beverage order, seating arrangements) this also includes all video/projector/mic needs.
- d. Work with Secretary to be sure seating placards are available for all AWSC members and District and/or display tables.
- e. Prepare an assignment chart for the Districts for each year of your panel. This would include which District is hosting hospitality, registration, fun shop, etc.
- f. Hold an officers' meeting prior to each of the four meetings.

2. Coordinate and be the point of contact with our host hotel.

- a. Schedule the four meetings for the following year, possibly a year in advance. The chairperson signs contracts representing the Area.
- b. Decide the room setup for the meeting and hospitality rooms and order coffee and drinks. (For the AWSC meeting, food for the working lunch needs to be ordered if the group stays in the hotel).
- c. Provide a Master billing list to the hotel before each event.

d. Along with the Area Treasurer, reconcile the final hotel bill.

3. When asked, answer questions raised by members that arise in the Area between meetings.

4. With the other Officers, determine NFA issues, concerns, WSO suggestions and assign a Task or Thought Force to address these issues as appropriate.

5. Each year work with our Certificate of Insurance ((COI) provider to update lists and renew policy. Also, when a NFA group or Event requests a COI send info to provider and ensure the request is processed.

6. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Secretary Job Description

1. In order to keep the minutes, the CMA, and other Area documents, a removable disc is required. The disc contains Area Activities (i.e. Guidelines for Raffle, Hospitality, etc.), Election Procedures, Placards (Under Panel 46), Delegate's Report, Treasurer's Reports, Motions, etc. The disc should be passed on from the previous Secretary. Documents saved to the disc should be compatible for both PC and Mac.

2. The CMA (Current Mailing Address) is completely updated by the Secretary. Send out the most current CMA a month before the business meeting as a reminder to all to check for any recent changes. Change the date footer each time you send out the CMA so if questions arise you can check the version.

3. AWSC members need to be maintained in a group email in your computer: (i.e. District Officers and AISL's, Coordinators, NFA Officers, Past Delegates, Event Chairs). There may be times that only communication with certain groups is necessary.

4. The Secretary takes the roll call at the AWSC Meetings. Keep the roll call page updated with changes.

5. Maintain a motion succession chart. Use a header/footer and number pages. Update the chart with all the motions of each meeting. Keep the paper copies of motions for backup in envelopes with meeting dates marked.

6. The Chairperson may request that you update the Area duties and responsibilities. Use a header/footer on

all documents and x of y for page numbers for multiple pages. You may work with the Chairperson to update the activities using the AWSC Task/Thought Forces. You work with the Chairperson on getting the documents updated and file the revisions in the Guideline book.

7. Keep each set of meeting minutes separated after a vote is taken. It has been necessary to keep hard copies of the Treasurer's Report containing figures in case someone has to research later and the removable disc is lost.

8. Maintain current convention chart. The information comes from the minutes, although you may need to call the Convention Chairperson for specific information.

9. Get the minutes out to the AWSC Panel well in advance of the meeting. Email Coordinators, Officers, and Event Chairs and request you receive their report by a date you or the Chairperson sets. The Minutes are submitted for approval, but only the Motions are read.

10. Generate colorful placards that go on the tables for AWSC and Assembly.

11. After each Area meeting, the Secretary sends a rough draft of the minutes to the Chairperson.

12. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Treasurer Job Description

Upon election, there are specific requirements to successfully transition from the outgoing Treasurer to the incoming Treasurer

1. Provides name, address and phone number for Amendment to the Articles of Incorporation.
2. Rents a post office box. This is the official address of the corporation, and must be anonymous and able to be included on public documents.
3. Opens a Business Account at a local bank.
4. Works with previous Treasurer to file appropriate forms with State of Florida Division of Corporations and Florida Department of Revenue.
5. Orders/updates and/or installs software for keeping track of Area finances.

6. Selects a local CPA to work with. Or use the CPA firm of the previous Treasurer.

Duties of the North Florida Area Treasurer

1. Pays all Area contracts directly with Area funds. Also pays for business items of the North Florida Area Corporation (e.g.: such as Archives Storage, Website Hosting, Hotel contracts, etc.).
2. Use reimbursement form for all Area meetings.
3. Collects funds from Post Office Box, records contributions, and deposits funds.
4. Submits all payments for business expenses and receives all incoming funds from Districts, Groups, and individuals during the Panel.
5. Acknowledges receipt of all funds to Districts and Individuals who contribute.
6. Prepares Quarterly Appeals letters for direct communication with NFA Groups to request contributions.
7. Pays the total expense for NFA Delegate to attend World Service Conference upon receipt of the WSO letter.
8. Chairs the Finance/Budget Task Force at AWSC.
9. Develops the Annual Budget for submission to the August AWSC, and final submission to the Fall Assembly.
10. Acts as the Registered Agent for the Corporation, and maintains all records of the Corporation.
11. Works with the Officers to comply with all laws of the State of Florida, in order to maintain status as a Florida Corporation and a 501(c) (3) Non-Profit Organization with the IRS.
12. Makes sure that the last budget of the Panel has sufficient operating funds for the start-up of the new panel.
13. Reconciles all accounts.
14. Provides all information (i.e. end of year report) for taxes to the CPA.
15. Provides records of all Tax Exempt Certificates, IRS Letters of Determination, and other Corporate Documents necessary for operation.
16. Works with Coordinators and Event Chairs on all banking issues.
17. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position .

Group Records Coordinator

Job Description

1. Keep Group Records updated with WSO and Area databases.
2. It is important to have a spreadsheet program and knowledge to be successful in this position.
3. It is important that the records be passed on from Panel to Panel.
4. The Area Group Records Coordinator receives updated information from all the groups within all the North Florida Districts. This information is used to update and keep the WSO database current.
5. The Area Group Coordinator and WSO have access to edit the data base for the North Florida Area, and resolve discrepancies between them.
6. The Area Group Records Coordinator does not have access to any Alateen groups or AMIAS information.
7. The District Representatives have access to 'read and print only' their district group records.
8. Participates in an ecommunity with other Area Group Records Coordinators for discussion and information.
9. It is recommended that a document printout be provided periodically to each district group records chair from the WSO data base.
10. Keep updated files of district sign-in sheets for assemblies.
11. Provide the NFA Treasurer with all new groups' names with ID #'s and what district they're in for NFA contributions records.
12. Provide name badges with voter/non-voter designation for each assembly. Officer, DR's and AISL's names are printed and GR's fill in their own names. All attendees are required to register and pay the registration fee.
13. Coordinate registration set up and operation with the participating members of the assigned districts.
14. Bring all supplies for registration tables. (See "Attachment " for suggested supplies).
15. Coordinate use of the credit/debit equipment with the Treasurer.
16. By history, a Past Delegate has been asked to count the money and give it to the NFA Treasurer.
17. Provide the total registered count to the NFA Chairperson for voting and non-voting in attendance totals.

18. Provide the NFA secretary the same totals for each district for the minutes.
19. After registration is over, provide each District Representative with the appropriate sign-in sheet.
20. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

"Attachment " to Group Records Job Description with suggested supplies needed for **Registration at Assemblies:**

Laptop if checking information for a group at the WSO website during assembly

Ink Pens

Markers and stickers for nametags

Nametag badge holders

GR-1 forms and instructions to fill out

Printed copy of all groups (active/inactive) by District with WSO id number

Scrap paper

Scissors, Stapler, Calculator, Money Bag, Scotch Tape,

Double Sticky Tape

"The Legacy" Newsletter Job Description

1. Provides a publication to the groups in North Florida summarizing the activities within the Area.
2. Four issues of **The Legacy** are published every year.
3. **The Legacy** Coordinator gives a deadline for receipt of all reports by Officers, Coordinators and Districts at each Area meeting.
4. When **The Legacy** is completed, it is sent via email to all AWSC members.
5. Send **The Legacy** to the NFA website after personal information is deleted for posting.
6. A printed copy of **The Legacy** is placed in a notebook sleeve and placed into the newsletter archive notebook.
7. Ensures the NFA Archives receives one hard copy.
8. Mail out any NFA subscriptions as required, including to WSO.
9. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Spanish Coordinator

Job Description

The Coordinator is a member of the NF Area, needs to be fluent in English and Spanish.

1. Educates the Spanish/English communities to bring understanding and unity of purpose among the NFA Spanish and English speaking groups as a goal.
2. Acts as an information conduit between the Spanish Intergroup and the North Florida Area encouraging communication between each group.
3. Encourage Spanish Groups Representatives to participate at the NFA Assemblies in order to increase unity among English and Spanish members and groups in the NFA.
4. Sets up and facilitates a committee of volunteers who will use, track and operate the translation equipment at NFA Events as required. (Note: These volunteers will be reimbursed by the Area.)
5. Facilitates the translation of Area business meeting minutes, newsletters, website information, and other Area information and correspondence to be translated as necessary.
6. Ensures that the translation equipment is used only for AI-Anon Events within NFA or used at AA events where NFA AI-Anon has been invited to participate.
7. Schedules interpreters needed for all NF Area meetings and events.
8. Responsible for storage and the maintenance of the Translation equipment. Ensures it is in good working order and batteries are available.
9. Establish a list of bi-lingual people for each meeting to take turns doing the translation of the information to participants.
10. Facilitates translation of documents for NFA Officers and Coordinators.

11. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Archives Coordinator

Job Description

The Archivist needs to have organizational skills and an appreciation of and importance of maintaining a historical

record of activities in the North Florida Area. The Archivist should have computer skills including word processing, maintaining spreadsheets and developing databases.

1. Establish and maintain a storage facility for NFA Archives. It is important to choose a facility having the following attributes with payment and cost effectiveness:

- a) Establish contract for storage facility using a 3 bid proposal and arrange with NFA Treasurer for rental and contract payments
- b) Ensure facility is climate controlled as materials need to be stored at cool temperatures and able to withstand hurricane weather. The unit should not be on the ground floor.
- c) Storage area should be usable by several people at a time and allow for their ability to stand.

2. Acquire needed materials and equipment, (i.e.: shelves, files, software).

3. Maintain photographs and other materials and understand the methods for protecting them.

4. Establish guidelines for maintaining and disposing of materials.

5. Maintain AWSC and Assembly Reports from Officers, Coordinators and Districts for each 3 year panel. Also maintains a copy of the Conference Summary brought back by the Delegate from each WSC.

6. Collect "memory information" of longtime members as it applies to the NFA history.

7. Research questions asked by members regarding NFA events, meetings, etc.

8. Display historical documents, old and new CAL, first edition books at AWSC, Assemblies, Conventions, District event by request, or any event in the North Florida Area.

9. Establish an Archives Committee near where the storage area is located.

10. Attend Archive workshops; keep in contact with WSO and other Archive Coordinators to broaden knowledge.

11. Know and use *Archives Guideline 30* and be familiar with the current Service Manual as it pertains to Archives.

12. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Web Coordinator Job Description

The North Florida Web Coordinator creates and maintains the NFA-AFG website www.northfloridaal-anon.org which provides current information about Al-Anon and Alateen within the North Florida Area (NFA) to the general public, the media, the professional community, as well as accurate, NFA business information which includes Assembly and Area World Service Committee Agendas, Minutes, Budgets, Event schedules and their locations.

REQUIREMENTS:

1. Has a reliable computer and internet access.
2. Has a reasonable level of understanding of web information technology and basic knowledge of web design and applicable software.
3. Has the ability to convert documents to PDF format.
4. Has the ability to become familiar with WSO guidelines regarding Internet communications (G-40, S-66, Service Manual, the Guide Requirements to Copyright and Trademarks and Materials to post on line).

Duties of the NFA Web Coordinator:

1. Maintains communication with website host and troubleshoots issues in functionality.
2. Ensures the domain name and hosting renewals are kept current.
3. Maintains the Administrator Login ID and password, domain name and hosting registration information.
4. Facilitates routine off-site storage of website files and documentation for data preservation.
5. Maintains current information of interest to current and prospective members.
6. Coordinates and or delegates responses to all website inquiries, by answering emails or forwarding them to appropriate Area Officers, Coordinators or District contacts, when appropriate.
7. Ensures all items on website adhere to AFG•WSO and Area specific guidelines.
8. Works with Officers, Coordinators, Task Force Chairs and Event Chairs regarding Website content with the help of appropriate trusted servants.
9. Ensures that all documents posted to the website are free of personally identifiable information, in keeping with our Eleventh Tradition.

10. Provides and maintains email addresses for all North Florida Area Service positions and ensures the smooth transition of communications from outgoing to incoming panel members.

11. Reviews and/or contributes to topics posted in WSO ECommunities for Area Web Coordinators.

12. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Literature Coordinator Job Description

The North Florida Area Literature Coordinator requires organizational and communication skills. The primary function is to act as an information conduit between WSO and the North Florida Area regarding Conference Approved Literature. It requires that the Coordinator become intimately familiar with all Conference Approved Literature.

1. Disseminates information received from WSO and other Area Literature Coordinators to NFA: GR's, AWSC, District LDC Chairs and/or District Literature Chair people, NFA Assembly, Legacy newsletter.
2. Develops and sets up displays at Assembly and AWSC about the CAL.
3. Creates displays of books, pamphlets, and other materials for District and Area events.
4. Promotes interest in Conference Approved Literature within NFA and the Districts.
5. Visits and Coordinates with Districts upon request. The Coordinator may speak at workshops about some facets of CAL and LDC's.
6. Fields questions concerning literature from the NFA or forwards questions to WSO for clarification.
7. Participates on WSO Literature Conference Calls twice annually.
8. Distributes CAL bookmarks and flyers at Area functions on behalf of WSO.
9. Informs WSO about Area literature/LDC activities.
10. Requests and encourages NFA members submit their sharings for new WSO CAL under development.
11. Provides support to all Area Literature Distribution Centers.

12. The Literature Coordinator does not have CAL inventory.
13. Requests and encourages members and groups to use CAL at meetings.
14. Encourages the use of CAL in fund-raising, anniversaries, and district events.
15. Informs NFA members how to obtain current CAL catalog maintain a supply of order forms.
16. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

- Office (WSO) relative to national Public Outreach projects.
4. Reviews and follows WSO Public Outreach Guidelines (Institutions) G-09, Public Outreach Guidelines (Public and Media) G-10, Public Outreach Guidelines (Professionals) G-29, and Public Outreach Guidelines (Coordinator) G-38 as well as the current AI-Anon Alateen Service Manual.
5. Conducts specific PO workshops at District and Area meetings (AWSC, Assemblies, etc.)
6. Informs Districts of innovative ways to use Public Outreach materials in order to carry the message of recovery to the general public, professionals and institutions.
7. Develops at least one NFA Public Outreach Project annually and presents same with associated costs to the AWSC for approval.
8. Implements and manages NFA Public Outreach initiatives recommended by the AWSC and approved by the NFA Assembly.
9. Participates in conference calls with WSO and other US and Canadian Public Outreach Area Coordinators when scheduled.

10. If you are unable or unwilling to adhere to the North Florida Area General Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Public Outreach Coordinator

Job Description

Alateen Coordinator

Job Description

General Description:

North Florida Public Outreach Coordinator reaches out to the public world through the NFA entities to inform about AI-Anon and Alateen. Our Traditions state that our public relations policy is based on attraction rather than promotion.

The following statement, which was reaffirmed at the 1971 World Service Conference (WSC):

It is the consensus of the sixth World Service Conference that if AI-Anon is to continue to exist, it must continue to grow. There is no standing still without retrogression. AI-Anon must continue to grow if it is going to fulfill its primary purpose of reaching millions who need AI-Anon's help but who are not yet aware of the existence of our Fellowship.

AI-Anon is attracting when it tells people why we are, what we are, what we do and how; we let them know that we are available if and when help is needed. We state the facts, which are communicated via the press, radio, TV and films, always stressing anonymity at the public level. (Page 107 SM)

DUTIES:

1. Provides encouragement and information to stimulate members to participate in the Public Outreach projects.
2. Supports District Representatives and Groups in their efforts to conduct Public Outreach services.
3. Communicates to North Florida Assembly (NFA) and Districts Information received from the World Service

The primary responsibilities of the NF Area Alateen Coordinator are to supervise/conduct AMIAS training sessions and facilitate communication among the North Florida Area Alateen Process Person (AAPP) and District Alateen Process Persons (APP) and Alateen Coordinators and AI-Anon Members Involved in Alateen Service (AMIAS). Additionally, it is the responsibility to develop outreach programs to encourage Alateen membership and group growth.

1. The Area Alateen Coordinator must be a certified AMIAS in the North Florida Area prior to standing for the position.
2. Pass along information among the NF Area, WSO, and the Districts regarding Alateen and the Area Requirements.
3. Travel to the Districts in the NF Area, as needed, to present the training sessions.

4. The Alateen Coordinator in coordination with the AAPP develops the AMIAS Requirements' Training.
5. If the Requirements need to be changed, the Alateen Coordinator with the AAPP co-chairs a Task Force to address these changes, and when completed, submits that information to the AWSC.
6. The Alateen Coordinator and the AAPP facilitate the District "Train the Trainer" sessions.
7. The current Alateen Coordinator ensures that each district has the most current AMIAS Training CD.
8. Training sessions may occur at North Florida Area events. The Coordinator works with the appropriate chairperson of each event to schedule the training(s).
9. Supports and attends the Area Alateen Conference and Alateen Round- Up.
10. Be knowledgeable, understand and utilize the approved North Florida Area Alateen Requirements which include Safety and Behavioral Requirements.
11. Be knowledgeable, understand and utilize WSO Guideline (G24) "Area Alateen Coordinators." This details this position as "communicator" between WSO, Area, and Districts.
12. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

4. Travel to the Districts in the NF Area and conducts training sessions for NF Area AMIAS.
5. If the Requirements need to be changed, the AAPP with the Alateen Coordinator co-chairs a Task Force to address these changes, and when completed, submits that information to the AWSC.
6. The AAPP and the Alateen Coordinator facilitate the District "Train the Trainer" sessions.
7. Training sessions may occur at North Florida Area events. The AAPP or Alateen Coordinator works with the appropriate chairperson of each event to schedule the training(s).
8. Supports and attends the Area Alateen Conference and Alateen Round- Up if the Alateen Coordinator is unable to attend.
9. Participates in WSO Conference Calls as required.

The following are the documentation procedures of the AAPP:

- a) Maintains the confidential information required by WSO and ensures the accuracy of the records among the District, Area, and WSO.
- b) Maintains a list from all districts of who have attended the NFA required training/orientation sessions including each annual training date.
- c) Shares current training spread sheets with Alateen Coordinator prior to each AWSC and Assembly meeting.
- d) During the AWSC or Assembly meetings, two copies of each District's Member's and Group Charts are to be given to each DR; one copy goes to the District Alateen Process Person (DAPP).
- e) Each year, the AAPP submits the Area Recertification document to WSO as required.
- f) Sends Annual Update Sheets for each Alateen Group Sponsor/Contact to WSO and keeps a copy for your records.
- g) When Alateen group mail is returned to WSO, follow up with the Group Sponsor/Contact to ensure a new GR-3 form is completed.
- h) Shred all obsolete records.

10. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Area Alateen Process Person
Coordinator Job Description

The primary responsibilities of the North Florida Area Alateen Process Person (AAPP) are communication among the Districts Alateen Process Person(s), AMIAS, and the Area Alateen Coordinator, and the tracking and updating of all AMIAS related records among the Districts, Area, and WSO.

1. The Area Alateen Process Person (AAPP) must be a certified AMIAS in the North Florida Area prior to standing for the position.
2. Be knowledgeable of our current NFA Safety and Behavioral Requirements.
3. The Alateen Coordinator in coordination with the AAPP develops the AMIAS Requirements' Training.

Turnover Meeting Event
Chairperson Job Description

Alateen Conference
Chairperson Job Description

The Turnover Event is a District hosted function. The District appoints the Chairperson. If there are multiple chairpersons, there is only one listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have a voice but no vote and their room and expenses are paid for by Area (Area pays for one Chairperson only).

The Alateen Conference is a District hosted function. The District appoints the Chairperson. If there are multiple chairs, there is only one listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have voice but no vote and their room and expenses are paid for by Area (Area pays for one Chairperson only).

The Turnover meeting is an end of the panel event. The primary purpose is to transition the outgoing panel of officers and coordinators and the incoming officers and coordinators. The morning segment of the event closes out the current panels' business meetings. The afternoon segment is the first AWSC/business meeting of the new panel.

The Alateen Conference Chair is a one year commitment. It is a 3 day event Fri-Sun. The general requirements for the Alateen Conference Chairperson are as follows:

The responsibility of the Turnover Meeting Event Chair is to:

1. Set the agenda and coordinate the activities necessary to hold this meeting in cooperation with the Area Chairperson(s)
2. Set the date.
3. Secure a location for the event.
4. Secure the funds from the NFA Treasurer and keep an accounting of all costs.
5. Set up committees and fill the positions. (Food, Decorations, Program/Flyer, Registration, Parking, Set Up/Clean Up).
6. Give committees their specific duties and follow up during scheduled planning meetings.
7. Obtain from each district the number of attendees coming to the meeting.
8. Attend and report to the AWSC and Area Assemblies during the year of the Turnover Event.
9. Reports to the spring AWSC of the new panel, the financial resolution of the event.
10. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

1. Must be an active Al-Anon member who is a certified Alateen AMIAS.
2. Attends and submits a report to: two (2) Area World Service Committee meetings and two (2) Assembly meetings.
3. Provides final report to Fall Assembly.
4. Announces the theme and location as soon as possible after the Fall Assembly but no later than January of the conference year. The site must be suitable to house Alateens, AMIAS' (and as needed those acting in the roles of lifeguard or nurse).
5. Provides an expense sheet for NFA Treasurer. Works with the NFA Treasurer for information and opens a bank account.
6. Selects event committee chairs (Co-Chair, Treasurer, Secretary, Security, Publicity and Printing, Registration, Hospitality, Entertainment, and Speakers/Advisor).
7. Arranges NFA website access for registration forms and event information.
8. Prepares historical information for
 - a.) future event volunteers; and
 - b.) archives.
9. Return any proceeds to the NFA Treasurer immediately following the Conference.
10. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Convention Chairperson Job Description

The Convention is a District Hosted function. The District appoints the Chairperson. If there are multiple chairs or co-chairs only one is listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have a voice (1) but not vote.

A major part of the Convention Chair's responsibilities is one of coordination among the various event committees. This is 3 day event Friday, Saturday and Sunday.

1. Decides on theme, location and date.
2. Arranges and chairs meetings of the Convention Committees.
3. Distributes copies of committee job descriptions and convention guidelines to all committee chairs.
4. Selects Convention Committee chairs required to attend turnover of prior Convention Committee.
5. Along with the hotel committee, determines the main meeting room(s) and break out meeting rooms-ease of access and size.
6. Is familiar with the hotel rules/regulations.
7. Facilitates the signing of the contract between the NFA Officers and the Convention facility.
8. Works with Committees from the initial stages to ensure smooth scheduling for events and meetings (Workshops, Alateen, Boutique, Decorations, Hospitality, Information/First Aid/Signage, Literature, Publicity, Raffle, Registration, Speakers, AA Liaison, Food, Secretary, Treasurer, Security/Sergeant at Arms, and the Hotel Facilities Planner).
9. Selects person to give invocation if having a banquet/meal.
10. Determines which committee chairs need to stay at the facility and for how long.
11. Works with event Treasurer and asks for group conscience to determine what part of the committee members' expenses will be paid (i.e., registration, meal[s], room).
12. Directs activities and resolves any problems during the convention.
13. Arranges Wrap-Up Meeting and receives final reports from all committee Chairs. Ensures these reports

are given to the event secretary who includes all reports in the Convention notebook.

14. Works with the Food Committee Chair to arrange The NFA Convention Committee Chairpersons' Breakfast for Sunday morning during the Convention. The prior year's Convention Chair is responsible for inviting all prior chairpersons and the two upcoming chairpersons. (There are no guests).

15. Attends Area World Service Committee and Assemblies from the time they are elected (at convention expense).

16. Makes verbal and written reports to the Area beginning with the first AWSC or Assembly following the prior Convention and ending with the Spring Assembly following the Convention.

17. Arranges and chairs the turnover meeting with the next Convention Committee within 30 – 45 days following the convention at a location in the outgoing host district. The outgoing convention covers this expense.

18. Solicits bids from tapers for the convention. Works with the Speaker Committee Chair to determine a taper for the Speakers. Ensures compliance with hotel requirements and restrictions related to taping and recording. Signs the taper's contract.

20. Works with the hotel to arrange for needed sound system, podium, and platform.

22. Along with the hotel liaison, Coordinates all contact with the hotel before, during and after the convention.

24. Sends thank you notes to the hotel staff.

25. **If you are unable or unwilling to adhere to the North Florida Area Job Descriptions, (General Duties), (Appendix A), please do not stand for this position.**

Convention Co-Chairperson Job Description

As with the Convention Chairperson, this is a District hosted function. The District appoints the Chairperson and the Co-Chairperson. If there are multiple chairs or co-chairs only one is listed on the CMA. Event Chairs are invited to AWSC and Assembly.

It is optional, but recommended to have a co-chair for the Convention. The Convention Co-Chair works closely with the Chairperson, and in the event that the chairperson is

unable to complete his/her term, the co-chairperson will complete the term as chairperson.

1. Works with the program chairperson to establish number of speakers and times.
2. Establishes committee to listen to speaker tapes and if appropriate visit speaker meetings to facilitate selection of speakers.
3. Along with the Speaker Chair, selects all speakers (Al-Anon, AA, and Alateen) and makes all arrangements for their attendance of the convention (i.e. transportation etc.)
4. Ensures that the speakers are contacted by phone and/ or email stating all information known regarding the Convention and obtaining a commitment from them as soon as possible. Follows up phone conversation with a letter, giving them speaker chairperson's name, address, e-mail, and telephone number. Informs the speakers that the Convention will pay for their travel (airplane or if driving to the convention, mileage at the current IRS rate not to exceed the cost of an airplane ticket), hotel room, meals, and registration.
5. Provide the Chairperson, Treasurer, and Secretary a list of Speakers and their addresses, telephone numbers and e-mail addresses. Gives names of speakers and their guest (s) to the Registration Chairperson to pre-register them.
6. Ensures speakers and their guest's needs are met. May enlist volunteers to Host the speakers. If so, develops list of host responsibilities and ensures they understand them (e.g. transportation to and from airport, sends thank you notes, welcome baskets, and thank you gifts).
7. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Alateen Roundup Chairperson Job Description

This is a District hosted function. The District appoints the Chairperson. If there are multiple chairs, there is only one listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have a voice but no vote and their room and expenses are paid for by the Area (Area pays for one Chairperson only).

The Alateen Roundup Chairperson must be an active Al-Anon member and a certified AMIAS. The Alateen Roundup is a NFA one day event hosted by one or more districts. All communication is between the Alateen Roundup Committee, the Alateen Group sponsors and other supporting AMIAS. The committee provides updates, advertisements, flyers and forms to the host District and encourages communication directly with the Alateen Groups in all NFA Districts.

Duties:

1. Must be an active Al-Anon member who is a certified Alateen AMIAS.
2. Choose a venue that is public, easy to find, accessible to all. Make arrangements to secure the area.
3. Coordinate signing of any contracts with the Area Chairperson.
4. Coordinate any Insurance Binder needs with the Area Chairperson.
5. Form a committee of support inside the District – including Treasurer, Registration, Publicity, and Meetings & Activities.
6. Coordinate with the Area Alateen Coordinator and AAPP so that communication with all AMIAS(s) and Alateen groups is secure, safe and protected by anonymity and safety concerns.
7. Coordinate the packet of necessary forms and permissions according to Area Guidelines and Requirements.
8. Coordinate Al-Anon members to provide food, raffle and/or boutique items for teens.
9. Coordinate Al-Anon meetings or workshops to run simultaneously for members who attend, so that the Alateen event can be for the teens.
10. Encourage AMIAS(s) to work with new teens before the event.
11. Attends all Area meetings and communicates with Area and District Officers so that the event will have plenty of publicity options, based on WSO Alateen safety policies for publicity of Alateen events.
12. Works with the Area treasurer if there is a need for additional funds.
13. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

Service Workshop Chairperson Job Description

The Service Workshop is a District hosted function. The District appoints the Chairperson. If there are multiple chairs, there is only one listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have a voice but no vote and their room and expenses are paid for by the Area (Area pays for one Chairperson only).

The NFA Service Workshop Chair is a one year commitment. The general requirements are as follows:

The Chairperson needs to be familiar with any service concerns/needs of the NFA that could be a topic of the workshops. The chairperson should also be active in service in the host District.

Specific Duties:

1. Find a location and establish committees and coordinate to ensure the following areas are covered: decorations, set up and clean up, signage (outside and individual workshops) and contacting members to chair workshops, registration, raffle, and speaker, if desired.
2. Work with the NFA Treasurer to forward budgeted amount to the host District Treasurer. This is for reimbursement to committee chairs for Workshop expenses.
3. Provide publicity (flyers/website, etc.).
4. Announce theme and location as soon as possible after Fall Assembly.
5. Decide upon food and announce if either pot luck or will be provided.
6. Determine if housing can be provided for members not being able to afford an overnight at a hotel (local members willing to provide a bedroom for those from out of town).

7. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties, (Appendix A), please do not stand for this position.

Special Note:

A broad range of models can be used for the Workshop: basic program principles, principles needed for service: (leadership, principles above personalities, double headed management, Concepts, Traditions, issues causing failure of Al-Anon). Information Services: Literature, Legacy, Study of Service Manual as well as other topics may also be chosen.

TEAM (Together Empowering Al-Anon Members) Chairperson Job Description

The TEAM Event is a District hosted function. The District appoints the Chairperson. If there are multiple chairs, there is only one listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have a voice but no vote and their room and expenses are paid for by the Area (Area pays for one Chairperson only).

The primary responsibility of the TEAM Chairperson is one of coordination between the event committees, NFA officers, and WSO. It is important that the current TEAM forms (found on the WSO members' website on the "events" page) be obtained and used when planning the TEAM event.

Chairperson responsibilities are:

1. Organize the various event chair positions: Treasurer, Public Relations, Decorations, Site Coordinator, Hospitality, Registration and Publicity.
2. Delegate and communicate with Committee Chairs to ensure responsibilities are being fulfilled and timelines followed.
3. Share authority with the Area Chair, Area Delegate, and WSO members.
4. Select the site one year in advance. Events could be planned for 1 day or a weekend.
5. Ensure that the required form is submitted to WSO.
6. Ensure there is tech support onsite for presentations.
7. Coordinate with Area Chairperson to sign all Contracts and for the Insurance Binder for the site.
8. Coordinate with the Area Alateen Coordinator and AAPP if there will be Alateen participation.
9. Coordinate with WSO and Area Spanish Coordinator to make sure that all sessions are translated. (Translation Equipment is available from WSO and the Area.)
10. Coordinate with Area Treasurer to meet event needs.
11. Work with Event Committees to select topics to propose to WSO for presentations at the event with a primary focus on Service.

- 12. Work with Event Committees to choose speakers (WSO or Area) to give presentations.
- 13. Work with WSO to provide all written materials, evaluation forms, etc.
- 14. Act as liaison between Area and WSO during planning stages to communicate progress and provide support and coordination.
- 15. Ensure travel arrangements are made by WSO and hotel accommodations are made for WSO members coming to the event.
- 16. Ensure action items are being completed in accordance with the Event Planning time line on the "Host Committee Event Planning Worksheet" TEAM Chairperson.
- 17. Schedule and execute regular event planning meetings with the TEAM Committee Chairs and their committees.
- 18. It is essential that the planning remains in sync with the WSO scheduled calendar.
- 19. Attends Area ASSEMBLY and AWSC meetings to present TEAM event progress reports.
- 20. Be on-site at event to oversee execution of presentations and troubleshoot any issues that may arise.
- 21. Arrange dinner outing during event for WSO and Area TEAM presenters (optional).
- 22. Attend AWSC and Area Assembly, following TEAM event, to give final report.
- 23. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Appendix A), please do not stand for this position.

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