

# **AFG Area 9 – Florida North Policy**

## **KBDM Service Work Structure**

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### **Definitions**

Area 9 uses a service work structure based on that used at the World Service Conference. Therefore, it is important to know what the definitions are. Our group will be made up of Committees, Work Groups, Thought Forces and Task Forces. This information can also be found in the WSC Summaries from 2009-2014.

These groups are not decision-making bodies. They may make recommendations. Each group's objective is to complete its activity and present it to the originating body to move forward. The Chairperson assigns AI-Anon members to Thought Forces and Task Forces. Each group should use KBDM processes.

### ***Committee***

A committee is created to meet an ongoing need of the Area World Service Committee (AWSC). It can be considered a permanent part of the organization. Its objective is to complete its activity and present it to the originating body and move forward. At this time there is just one standing committee; it is the corporation – NFA AFG, Inc. – which was created to directly serve the business and contractual needs of the Area. The Officers of the Area, Area Technology Coordinator, and Area Alateen Process Person serve on the Board of Directors of NFA AFG, Inc. The Area Convention Chair serves as an At-Large Director for the duration of his or her term as the Event Chair. NFA AFG, Inc. works directly with Area events and serves a legal function. This is then reported to the membership.

### ***Work Group***

Each Coordinator is encouraged to create a Work Group within their geographic location to assist them with their Service Position. A Work Group can be established to meet an ongoing need of the Area. It can be an originating body and a Thought Force or a Task Force may evolve from a Work Group. Its objective is to complete its activity and present it to the AWSC to move forward. The Budget Roundtables held in previous panels were Work Groups. Ideas can come from the Work Group and are brought to the Area through the Coordinator. Coordinators can work together – for instance, your Work Group may come up with a great Public Outreach Project idea so contact our Public Outreach Coordinator.

### ***Thought Force***

A Thought Force is a temporary unit of people established to brainstorm ideas and to develop strategies on a single-defined task or activity. Using resources that are available such as members' experience and other knowledge from past Panels, a Thought Force generates potential ideas about an identified problem or issue. This group is not expected to have all the

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answers or work on a final solution. If there are facts that are unknown, this group flags them for KBDM process under “Things we don’t know but wish we did.” A Thought Force may lay the foundation for a Task Force. Members of a Thought Force are thinkers, not doers. Thought Forces use the 5 KBDM Questions to stay on track with brainstorming. Thought Forces are formed by the Chairperson – there is a clear charge, and they stay within that charge.

### ***Task Force***

A Task Force is a temporary unit of people established to work on a single-defined task or activity. They use the resources available and may be working on a suggestion that arose out of a Work Group or Thought Force. All members have access to the same information. The objective is to complete the task assigned and present it to the originating body to move forward. Members of the Task Force are the doers. Recommendations from the Task Force are voted on by AWSC and then, if passed, are presented to the Area membership at Assembly. Task Forces will usually work together between meetings, and make reports at our four Area meetings.

### **Additional Resources**

Districts can use the following resources that are available on the Area website:

- Procedures: KBDM Elements and Process: Includes the Five Key Elements of KBDM, Process for planning a KBDM discussion and the Five KBDM Questions participants should answer.
- Guidelines: KBDM WSO Presentation: a PowerPoint highlighting the practicalities of working through issues using this process.