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## **I. Purpose, Structure, and Modification**

### **A. Purpose**

- 1 The *Missouri Area Procedures Digest* supplements the Al-Anon Service Manual in those matters where the Missouri Area exercises its autonomy. 11/08
- 2 Documents the motions by Group Representatives of the Missouri Area Assembly that reflect procedural intent. 11/08
- 3 Documents standard practices of our Officers, Coordinators, and Committee Chairpersons.

### **B. Structure**

- 1 Structure will contain a table of contents. All pages will be sequentially numbered. Each of the major sections will start on a new page. 11/07
- 2 Alateen procedures, in their entirety, both procedures and duties, will be published with the *Procedures Digest* for documentation purposes only. These are established and modified only by voting at Alateen Super Sundays, and are not subject to the procedures that modify the *Procedures Digest*. These will be referred to, separately, as *Alateen Procedures and Alateen Duties*. 11/08

### **C. Modification**

- 1 Section I and the *Procedures Digest* will be modified automatically by vote of the Missouri Area Assembly, identified by date. 11/08
- 2 All procedures previously voted in place by the Missouri Area Assembly be documented in the Missouri Area Procedures Digest by date of only the most recent vote, using the exact wording of the motion as it was passed at the time. 11/09

### **D. Distribution and Publication**

- 1 The current version of the *Procedures Digest* will be distributed yearly at the second Area Assembly, except in special circumstances or when otherwise necessary, as determined by current Panel Officers.
- 2 The *Procedures Digest* will be published on the Missouri Area Internet site.

## II. Al-Anon Procedures

### A. Action Committees

- 1 Each Action Committee will consist of a chairperson (appointed by the Area Chairman), a recorder (chosen by the committee), plus DRs, GRs, and eligible AFG members. 5/10
- 2 Each Area Officer will be available to any Action Committee if asked to provide information or background on a specific topic of discussion. 5/10
- 3 Each Action Committee will set goals, plan projects and/or issue challenges to the members of Missouri AFG and support the Districts or the groups that respond to the challenges and report to the Area at Area meetings.
- 4 Action Committees are:
  - a. Public Outreach Action Committee
    - i. Purpose:
      1. To make use of Public Outreach information and materials provided by the World Service Office (WSO).
      2. To develop programs that would attract newcomers and inform professionals.
    - ii. Coordinator serving on this committee:
      1. Public Outreach Coordinator and Alternate
  - b. Fellowship Communication Action Committee
    - i. Purpose:
      1. To articulate a clear and consistent message of hope for family members and friends of alcoholics through our Conference Approved Literature, *The Forum*, the *Round Robin*, and other newsletters (i.e., District or AIS newsletters).
      2. To encourage the use of Conference Approved Literature (CAL) and *The Forum*.
      3. To encourage members to share their experience, strength, and hope in articles for *The Forum* and other literature.
      4. To provide guidance on the use of literature and *The Forum* in group meetings and outreach activities.
    - ii. Coordinators serving on this committee:
      1. *Round Robin* Editor and Alternate
      2. *Forum* Coordinator and Alternate
      3. Literature Coordinator and Alternate
      4. Literature Depot Coordinator and Alternate
  - c. Membership Outreach Action Committee
    - i. Purpose:
      1. To find ways to communicate to the fellowship about Al-Anon and Alateen events available to the members (such as, but not limited to Convention, TEAM events, Day in Service).
      2. To support the Web-Site Coordinator
    - ii. Coordinators serving on this committee:
      1. Web Page Coordinator and Alternate
    - iii. The Convention Committee is a sub-committee of Membership Outreach.
    - iv. Coordinators serving on this sub-committee:
      1. Convention Coordinator and Alternate
      2. Registrar
      3. Speaker Coordinator and Alternate
      4. Area Alateen Process Person (AAPP)
  - d. Business Services Action Committee
    - i. Purpose:
      1. To track the Area's finances in order to prepare annual financial goals.
      2. To prepare and present financial goals yearly.
      3. To encourage contributions, particularly to the Area and all other levels of Al-Anon.
      4. To inform those who make purchases for the Area of the tax exempt letter and its appropriate use.
      5. At the direction of the Area Chairperson, research business related issues.
  - e. Group Services Action Committee

- i. Purpose:
  - 1. To keep our Area mailing list of Officers, Coordinators and Alternates, District Representatives, and AIS Liaisons current.
  - 2. To strengthen the connection between the Assembly and the Districts, the Al-Anon and Alateen groups, Lone Members and the AISs.
  - 3. To reach out to newly registered or unregistered groups, to invite participation.
  - 4. To strengthen the bond between Al-Anon and Alateen.
- ii. Coordinators serving on this committee:
  - 1. Alateen Coordinator and Alternate
  - 2. Archives Coordinator and Alternate
  - 3. Group Records Coordinator and Alternate
  - 4. AIS Liaisons
- 5. Coordinator reports (with the exception of the Convention and Speaker Coordinators) are to be given prior to the time the Action Committees meet. Coordinators will be allowed a maximum of 10 minutes to give their reports. (If Coordinators feels they need more time at a particular Assembly, more time can be allowed if they arrange it with the Chairperson prior to the Assembly.) 5/10
- 6. Each Action Committee will have ten minutes to present a report at Area business meetings. 5/10

## **B. Advisory Panel of Delegates**

- a. An Advisory Panel of Delegates is to be formed for a three-year trial period (2008-2010). All Delegates from the Missouri Area will be invited to participate. The Advisory Panel will be considered formed if, at any time, there are three or more Missouri Area Delegates willing to participate.
- b. The mission of the Advisory Panel is to help strengthen the AWSC.
- c. Area procedures for the Advisory Panel are as follows:
- d. Delegates will be invited to join the Advisory Panel. Those accepting the invitation will set-up governance and procedures of the Advisory Panel they see as important to their mission.
- e. The Advisory Panel will report their activities (in general) and recommendations to each Assembly and AWSC meeting.
- f. Mileage and room expenses for attending Assemblies, AWSC meetings, and committee meetings will be paid for by the Area, if requested. Telephone and supply expenses will be reimbursed also. 11/07

## **C. Agenda Meetings**

- 1. The Area Chairperson is authorized to call a Friday night meeting prior to AWSC and Area Assembly meetings for Area Officers (Chairperson, Secretary, Treasurer, Delegate, and Alternate Delegate) to review the agenda and formulate ideas on items needed to bring before the Committee or Assembly. 11/80
- 2. Inspection by Area Officers of all pertinent documents pertaining to the Missouri Area Treasury be made a routine part of each Area Officers' agenda meeting held prior to every AWSC meeting and Area Assembly. 11/98

## **D. Area Miscellaneous**

- 1. Vinyl banners with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service with Warranties are to be displayed at all Assemblies, AWSC meetings and Conventions. 11/09
- 2. The Missouri Al-Anon Day in Service will be held in the month of June whenever possible. 5/11
- 3. Area will adopt new WSO service structure on a trial basis. 11/00
  - a. Extend the Action Committee trial for a year and do an assessment of their effectiveness. 11/10

## **E. Area World Service Committee (AWSC)**

- 1. AWSC is made up of Officers, Coordinators, Chairpersons of the Action Committees, District Representatives, and Liaisons.
- 2. All past Delegates are to be considered ex officio members of the AWSC, with voice; the

**immediate** past Delegate to have voice and vote at AWSC meetings. The Area will pay the expenses of the immediate past Delegate to attend all AWSC meetings and to all Assemblies. 11/84

- 3 All motions are to be submitted in writing to the Area Chairperson. 11/07
- 4 The Area World Service Committee will meet the second Saturday in March and the fourth Saturday in August. 11/10
- 5 Area World Service Committee (AWSC) members can hold only one AWSC service position at a time. Effective date for this motion is January 1, 2011. 3/09
- 6 Area Officers do not vote at Area Assemblies as representing a group. If an Area Officer is a GR, the Alternate GR can vote for the group. It is preferred that Area Officers not be a GR. 3/09

#### **F. Ask-It-Basket**

- 1 The Area Chairperson will ask for Ask-It-Basket questions during the Assembly. Answers will be addressed in a timely manner at the Assembly and/or in the *Round Robin*. 11/03
- 2 The Chairperson will appoint four knowledgeable members at each Area meeting to address questions from the Ask-It-Basket. 11/93
- 3 All Ask-It-Basket questions will be published in the *Round Robin* when space is available with the following statement: "The following are Ask-It-Basket questions from the AWSC or Assembly meeting—these answers are strictly the opinion of those who gave them unless a specific publication is quoted." 11/93

#### **G. Assemblies**

- 1 Two-day Area Assemblies are to be held the weekend before Mother's Day and beginning the first Saturday of November. 11/08
- 2 Registration for the Area Assembly will be \$3.00. Late registration will be \$5.00. Alateen registration is free. 11/94
- 3 No refunds will be made of Assembly moneys received by the Area; this statement will be printed on all Assembly flyers. 11/94
- 4 Donation boxes will be placed in the meeting hall and the hospitality room for coffee and snacks. 11/91
- 5 The Area Assembly will be non-smoking. 11/90
- 6 The Delegate will be allowed one hour for the Delegate's report at Area Assemblies. 11/93
- 7 All motions and important decisions will be reached by discussion, vote, and substantial unanimity. Substantial unanimity will be 2/3 vote of eligible voters attending. 11/05
- 8 The Convention Coordinator and/or Committee will submit bids two years in advance for each Area Assembly site. Bids will consist of room rate and requirements for meeting rooms. A minimum of two bids will be submitted. This site shall be within a 50-mile radius of the central part of Missouri. 11/94
- 9 No selling of any items will be permitted at the Area Assembly, except by the Area for the benefit of the Area. 11/86
- 10 Each Al-Anon and Alateen group that is registered with the World Service Office (WSO) is eligible for voting at Assemblies. A vote may be cast by the Group Representative or Alternate Group Representative who is present at the Assembly. Voting by proxy is not allowed. 11/10

#### **H. Audit of Treasurer's Books**

- 1 The Financial Audit Committee will be appointed following election of officers and will be composed of three members not holding other offices. The Audit Committee would report to the Chairperson prior to each May Assembly, with the results reported to the Assembly by the Area Chairperson. 11/08
- 2 The Area Chairperson will schedule the audit in January each year. 11/08

#### **I. Financial Management and Reporting**

- 1 For reporting and budgeting purposes, the Missouri Area AFG fiscal year will run from January 1 through December 31. 11/08
- 2 Written contracts (Al-Anon and Alateen) will be signed by a committee member (preferably the

- Coordinator, if applicable) and by an Area Officer (Chairperson, Secretary, Treasurer, Delegate, or Alternate Delegate). 11/07
- 3 In any calendar year, an Al-Anon member may contribute to the Missouri Area up to one percent of the total revenue of the Area general fund as identified in the previous year's annual report. The Area may accept a one-time bequest from an Al-Anon member in any amount up to ten percent of the total revenue of the Area general fund as identified in the previous year's annual report. All Area donations and bequests are to be submitted to the Area Treasurer for documenting and reporting in the Area financial records. 11/10
  - 4 Donations and bequests are to be placed into the general fund. The Area will not accept any donation or bequest that carries a condition for the use of the funds donated. 11/10
  - 5 All Area funds, both Al-Anon and Alateen, shall be handled through the Area Treasurer and shall be deposited in and paid from the Area bank accounts. 11/10
  - 6 Fund raising at Area events can be attributed to the Area's general fund or any specific Area event. Financials for Area events are to be reported and clearly show income and expense. 11/10
  - 7 Assemblies, AWSC meetings, and Super Sundays are Area business events and are partially funded by the Area's general fund. Conventions and other Area events (Area Convention, CBAT, Round-Up, and Camp Serenity) are to be self-supporting in as far as possible. 11/10

## J. Convention

- 1 Date—The permanent date for the Missouri Area Convention will be the last weekend of September. 11/08
- 2 Taping—The Convention is to be taped professionally, with the expenses to be paid from the Convention fund. The taper at the Convention will feature only Al-Anon/Alateen/A. A. tapes by members who speak as Al-Anon/Alateen/A. A. members. Printed materials closely related to Al-Anon/Alateen/ A. A. programs are permitted for sale also. 11/91
- 3 Selling of non-Area items—No selling of any items will be permitted at the Convention, except by the Area for the benefit of the Area. When necessary, the sale of excess T-shirts from the Alateen Round-Up will be allowed at the Convention, always away from the meeting room and not during meeting time. 11/86
- 4 Speaker expenses—The Area will offer to pay from the Area Treasury, transportation, registration, lodging and meals to the Area Convention for all designated Convention speakers. 11/09
- 5 Speaker selection—The Convention Committee will make final selection of speakers for the Convention based on recommendations of the Speaker Coordinator. 11/82
- 6 Bids for location—The Convention Coordinator and/or Committee will submit bids two years in advance for the Area Convention site. Bids will consist of room rate and requirements for meeting rooms. A minimum of two bids will be submitted. This site shall be within a 50-mile radius of the central part of Missouri. 11/94
- 7 Cameras and Picture Taking:
  - a. Respecting the anonymity of each participant, cameras and picture taking will be allowed.
  - b. It is strongly recommended, and a good idea, to ask permission before taking a picture of any participant.
  - c. Pictures taken will be only for the use of the participants and not for use at the level of press, radio, TV, and films. Pictures taken are for "memories" only; not to share with other family members and friends outside of the Al-Anon program.
  - d. Picture taking and cameras are allowed anytime we are gathered: talent show, dance, lodging areas, meals (except during speakers).
  - e. NO picture taking will be allowed during the speakers. Anyone wanting to take pictures after the speaker is finished, remember to ask permission before taking the picture. 11/02
- 8 Donation boxes—Donation boxes will be placed in the meeting hall and the hospitality room for coffee and snacks. 11/91
- 9 Registration fee—The registration fee for the Convention will be \$15.00. The registration fee for LATE (After September 1 and all walk-ins) will be \$20.00. Alateen registration is \$1.00. 11/08
- 10 Self-supporting—The Convention shall be self-supporting. Any profit from the Convention will be given to the Area Treasury. Any Convention loss will be paid by the Area Treasury. The Area Treasurer is to handle all Area Convention receipts and disbursements. 11/92

- 11 Convention reports—A financial report on the Convention will be given at every Area meeting. 11/92
- 12 Refunds—No refunds will be made of Convention moneys received by the Area; this statement will be printed on all Convention flyers. 11/94
- 13 Flyers—The Convention Committee will mail flyers pertaining to the Missouri Area Convention to the Area Delegate at the World Service Conference. 11/94
- 14 Committee reimbursement—The Treasurer will only reimburse Convention expenses to the Convention Committee Chairpersons whose names have been provided to the Treasurer thirty days prior to the Convention. 11/95

#### **K. Cooperating with A. A.**

- 1 Missouri Area Al-Anon will chair Al-Anon workshops at the Annual Missouri State A. A. Convention, if invited. 11/97

#### **L. District Listings**

- 1 District Representatives will provide an initial copy of their District Listings at May Area Assembly meeting each year to Area Officers, Coordinators, Liaisons and to representatives of surrounding districts. **Only** corrections will be submitted at the March AWSC meeting and the November Area Assembly.  
The District listing should contain the following information:  
Date, District Number, District Boundaries;  
Name address, phone number of District Representative and Alternate District Representative;  
group name, meeting place and address, day and time, contact name and phone number; and the name, address, and phone number of Group Representative, Alternate Group Representative, and/or Alateen Sponsor. 11/08

#### **M. District Representatives**

- 1 No District Representative may serve more than two consecutive terms. 11/83
- 2 If a District Representative has already served a three-year term as Group Representative, he/she has the option of resigning as Group Representative in order to serve as District Representative. The Group can elect another Group Representative. 11/86
- 3 A District Representative will only be allowed to miss one Area meeting without sending an Alternate District Representative with a report. If he/she misses two consecutive meetings, the Alternate District Representative or Group Representatives of that District will be notified by the Area Chairperson by phone or mail. A District Representative can be replaced by the District. Also the Area has the power to replace a District Representative who does not come to meetings or performs his/her duties. 11/87
- 4 Orientation/training for District Representatives and Alternate District Representatives will take place at the first Assembly of each Panel. 5/10
- 5 District Representatives will be allotted five minutes each to give oral reports at AWSC meetings and Area Assemblies. Oral reports could be waived if necessary. District Representatives should also submit a written report to the Area Secretary.
- 6 District Representative will provide group information to Group Records Coordinator. 3/07

#### **N. Election Procedure**

NOTE: All terms of office described below are three years in length. All terms begin in January following the Election Assembly. A. A. members may not hold these offices. 11/01

- 1 At the group level: It is suggested that each group elect a Group Representative (GR) prior to the November Election Assembly. Outgoing Group Representatives attend the Election Assembly and **have the vote**. New Group Representatives may attend, but not vote.
- 2 At The District level: It is suggested that Group Representatives hold a District Meeting prior to the November Election Assembly for the purpose of electing a District Representative (DR). 11/95
- 3 At The Area level: The Missouri Area has voted to follow the election procedure as outlined in the *Al-Anon Alateen Service Manual*. The term of the Alateen Coordinator will be extended to end at

- the conclusion of the Area Alateen Round-Up. Election of a new Alateen Coordinator will be held in November, but the term will begin at the end of the Round-Up. 11/02
- 4 At all Election Assemblies each person will give a short description of previous service work he/she has done. 11/92
  - 5 Any person volunteering for an Area position must be present at the Assembly the day of the election or must submit a written indication of willingness and ability to serve. 11/93

## O. Expenditures

- 1 Each Officer will be allotted \$100 and each Coordinator, except the Public Outreach Coordinator, will be allotted \$75 per year for miscellaneous expenses without prior approval by the Assembly. The Public Outreach Coordinator will be allotted \$150 per year. (Not to include travel expenses to Area meetings or items already voted on to be paid by the Area.) A quarterly expense report will be submitted to the Area Treasurer for reimbursement. If more funds are needed, then a motion will need to be made and voted on. (Exceptions: Literature Depot Coordinator, Public Outreach Coordinator, and Delegate) 11/98
- 2 In addition to \$150.00 for miscellaneous expenses, the Public Outreach Coordinator will have an annual budget of up to \$500.00 which may be spent, without additional Assembly approval, in order to pursue and realize Area-wide public outreach opportunities. Further expenses may be approved by the standing Panel of Officers, with ratification by the Assembly, as needed. Expenses may include event fees, mileage, lodgings, literature and/or copies as needed for appropriate events, and advertising opportunities. The Public Outreach Coordinator will include details of said expenditures in his/her reports at all Area business meetings. 5/10
- 3 AWSC members including Alternate Coordinators are to be reimbursed mileage at the rate of twenty cents per mile for official Missouri Area business. 11/05
- 4 The Area will offer to pay up to the entire single overnight room rate for lodging expenses for Area events and business as approved in the *Procedures Digest*. Those approved for lodging reimbursement are encouraged to share rooms where possible. 11/09
- 5 The Area Assembly will vote each year to approve the Delegate's equalized expenses for the World Service Conference, the advance to the Delegate for purchase of literature, photographs, tapes, or other expenses incurred, and an extra nights lodging, if necessary. 11/87
- 6 The Area will offer to pay all AWSC members including District Representatives and Alternate Coordinators, and also the Hospitality Room Chairperson to Assemblies, if they are not covered by the member's Group, District or Information Center, for actual mileage and up to one night's lodging. Reimbursement to align with the Area's standard rate. 3/05
- 7 No Area funds are to be used for local health fairs, medical conventions, etc. booths; local areas are responsible for these. 11/78
- 8 Two signatures are required on all Area checks. 11/82
- 9 Minutes from AWSC and Assembly meetings will be e-mailed or mailed to AWSC members shortly after the meeting. The Area will pay the cost of mailing. 5/10
- 10 The Area will offer to pay the expense of the outgoing and incoming Alateen Coordinators to attend the Round-Up following the Election Assembly. 11/98
- 11 Missouri Area Literature Distribution Center will charge individuals and Al-Anon groups the same handling/postage rates on CAL as the WSO charges for mailed literature orders. There will be no handling/postage fee charged on CAL to individuals or groups who purchase literature at an Area event. 11/94
- 12 The Area will offer to pay the transportation and lodging expenses not covered by the member's Group, District, or Information Service of the Literature Depot Coordinator, Alternate Literature Depot Coordinator, Convention Coordinator, Registrar, Area Treasurer, A. A. Liaison, and the Hospitality Chairperson to the Convention based on room occupancy and mileage rates authorized at the time by the Area. The Area will continue to offer to pay transportation, registration, lodging and meals to the Area Convention for the Area Delegate. For accounting and reporting purposes, said expenses will be considered Convention expenses. 3/08
- 13 The Area will offer to pay the expenses of the Delegate and the Alternate Delegate to the yearly Delegates' Get-together. 3/02
- 14 Area will offer to pay mileage expenses at current rates, and postage and phone expenses (Maximum \$100) of all appointed temporary committee members. 3/02

- 15 Area will offer to pay mileage expenses at the current rate of all Convention Committee members to attend 3-5 meetings per year. 3/02
- 16 Area will offer to pay expenses not covered by the member's Group, District, or Information Service for the entire single room rate of overnight room expenses of the Area Officers who attend the Friday night agenda meeting before the AWSC meeting and the Assembly. 3/02
- 17 The Area will pay the yearly costs of printing the Area *Procedures Digest*. 11/93
- 18 The Area will pay to print sufficient business cards to distribute for each Area Assembly to provide to members to distribute to professionals. 3/07
- 19 The Area will pay all expenses for the Area Literature Distribution Center.
- 20 Officers, Coordinators, District Representatives, and others entitled to reimbursement by the Area for specified service work will present the bill to the Area Treasurer at the time of the expenditure or at the next Area meeting following the expense. 11/94
- 21 The Treasurer will only reimburse Convention expenses to the Convention Committee Chairpersons whose names have been provided to the Treasurer 30 days prior to the Convention. 11/95
- 22 Area Treasurer will issue a cash advance not to exceed \$100, for administrative costs to the Area Literature Depot Coordinator. All receipts must be turned in before a new cash advance is issued. 11/00
- 23 The Missouri Area will offer to pay mileage and up to one night's lodging for Alternate Coordinators who are not reimbursed as a DR, GR or other service position to attend the first Assembly of each panel. Reimbursement to align with the Area's standard rate. 3/02
- 24 The Area will offer to pay up to the entire single overnight room rate determined by occupancy for the Convention Coordinator, Hospitality Chairperson and Alternate, and Literature Depot Coordinator and Alternate Friday evening prior to Assembly. Reimbursement to align with the Area's standard rate. 11/06
- 25 The Area will offer to reimburse presenters' or speakers' mileage at the rate of twenty cents per mile, and other expenses relating to the Day In Service. 11/05
- 26 The Area will offer to pay mileage for Action Committee Chairpersons (or the Alternate Chairpersons if Chairpersons are unable to attend) to Action Committee meetings at the regular mileage rate of twenty cents per mile. Overnight lodging would be included in reimbursement to Assemblies based on room occupancy. 11/05
- 27 The Area will offer to pay mileage and registration costs for the Alateen Coordinator to attend the Annual Midwestern Alateen Conference (AMAC). 3/03
- 28 The Missouri Area will offer to reimburse expenses for travel and lodging for its past Delegates to attend service-related meetings, which include AWSC and Assembly with reimbursement to align with the Area's standard rates. 3/05
- 29 The Hospitality Chair will be given an advance to purchase food, drink and items for the Convention and Assembly hospitality room just prior to the event. Receipts for expenses and all unspent money will be submitted to the Area Treasurer. 11/09

## **P. Officers/Coordinators**

- 1 The Area Alternate Delegate is to substitute for the Area Chairperson when the Chairperson is unable to attend an AWSC meeting or Assembly. 11/81
- 2 The Chairperson will appoint a substitute for any Area Officer unable to attend an AWSC or Assembly meeting. 11/81
- 3 Qualifications for Area Officers will be as specified in the *Al-Anon Alateen Service Manual*. "In order to draw on experience gained in service, an Area may choose to permit anyone who has served three years as District Representative and who has remained active at their Area level as Newsletter Editor, Coordinator, etc. and regularly attends Al-Anon meetings, to stand for the office of Delegate or any other Area Office." 11/83
- 4 Expenses incurred by Area Officers and Coordinators in performing their functions will be paid by the District requesting the specific service if funds are available. If District funds are not available, the Area will pay these expenses. These will be paid at the current rate for mileage and actual expenses. 11/85
- 5 The Convention Committee, headed by the Convention Coordinator, will consist of the Alternate Convention Coordinator, Registrar, Area Chairperson, Speaker Coordinator, Alateen Coordinator

as an ex officio member, the immediate past Convention Coordinator, and five people appointed by the Convention Coordinator (hospitality chairperson, entertainment chairperson, decoration chairperson, program chairperson and publicity chairperson). These five people will serve on a staggered-term basis with one or two new members being appointed each year; the new members will then serve three-year terms. 11/95

- 6 The Literature Depot Coordinator will operate the Missouri Area Literature Distribution Center. 11/82
- 7 Alternate Coordinators, with the exception of the Alternate Convention Coordinator, will be appointed by the Area Chairperson in consultation with the newly elected Coordinators instead of being voted on by the Assembly.
- 8 The Missouri Area will combine the position of PI, CPC and Institutions Coordinator to be replaced by Public Outreach Coordinator to be effective January 1, 1999. 11/98

#### **Q. Procedures Digest**

- 1 The *Missouri Area Procedures Digest* is to be updated following each Area Assembly. The Area Secretary shall be responsible for updating the *Procedures Digest*. Updating material shall be determined by the Area Officers at the AWSC agenda meeting. 8/07
- 2 Missouri Area Redistricting procedure will be included in the Area *Procedures Digest*. 11/82

#### **R. Raffle**

- 1 The Area will resume having raffles at Area events as fund-raisers for the Area. 11/98

#### **S. Redistricting Procedures**

- 1 Since districting or redistricting affects the entire Area, its responsibility is customarily placed in the hands of the Assembly.
- 2 The *Al-Anon Alateen Service Manual*, Part 4, "World Service Handbook", under "Area World Service Committee", tells us: "When advisable, the Area World Service Committee suggests subdivisions of existing districts to be approved at the area assembly."
- 3 District structure may change when a District is too large or has too many groups to function effectively, when a District has not been represented for a period of time or has so few groups that it is to be absorbed by the District(s) adjacent, or because a group or groups wish to become part of an adjacent District. In each case, all Districts involved or the Groups in an un-represented District must agree on the division, absorption, or re-alignment of boundaries.
- 4 The following procedures, developed from the experience shared by Areas, will help to avoid difficulties:
  - a. When the need for redistricting becomes evident or is expressed, a District meeting is called to discuss procedure and to mutually agree on how the District is to be divided. If two or more Districts are involved, an ad hoc committee may be formed to meet with the respective District Representatives and decide how this will be accomplished.
  - b. A recommendation is then made by the District Representative to the Area World Service Committee.
  - c. In some instances an ad hoc committee of the Assembly is formed to study the advisability of redistricting the Area. It is possible that substantially increasing the number of District Representatives may result in unwieldy Area World Service Committee meetings and greater expense.
- 5 The purpose of District boundaries is to strengthen the working relationship between the groups within the District and the District Representative, and to provide representation at the Area World Service Committee meetings and Assemblies. District boundaries do not prohibit the membership, groups, or Districts from sharing meetings or special projects with another District.

#### **T. Reserve Fund**

- 1 The Area Treasurer will maintain a short term interest bearing account as an Area reserve fund, adding to the reserve fund until it reaches about one year's operating expenses. 11/03
- 2 The Missouri Area will contribute 50% of any excess funds realized from the Convention to WSO when financially feasible as determined by the Assembly and deposit the other 50% in the reserve

fund. 11/09

#### **U. Missouri Round Robin (a. k. a. Round Robin)**

- 1 The Missouri Area will financially subsidize the *Round Robin* Area newsletter. When large expenditures are necessary for purchase of paper, mailing permits, etc., the *Round Robin* editor may request the Area Treasurer to write a check for the amount. The *Round Robin* editor will continue to receive subscriptions, forward money to the Area Treasurer, and retain the ability to purchase supplies to be billed to the Area Treasurer. (All money transferred to the Area on 6/1/83.) 11/84
- 2 The *Round Robin* will not be sent to Institution groups. 11/82
- 3 The AWSC lists will be published in the *Round Robin* in the February, April, June, August, October, and December issues. 5/11
- 4 It is strongly suggested that groups pay for their *Round Robin* subscription. The *Round Robin* is a service of the Missouri Area to Missouri Area groups. Groups not receiving the *Round Robin* should update their Current Mailing Address (CMA) with the Area Group Records Coordinator. 11/05
- 5 A copy of the Guidelines and Addresses for the Group Treasurer will be provided by the Area Treasurer to be published in the *Round Robin* every January. The Area Group Records Coordinator will provide the form for updating the Al-Anon group information to be published as changes occur in the form. The Alateen Sponsor Coordinator will submit the form for registering/updating Alateen group information as changes occur in that form. 11/07
- 6 The *Round Robin* will be sent to an outside printer to be published. 11/93
- 7 The editor will mail issues of the *Round Robin* to the Delegate at the World Service Conference each year. 11/94

#### **V. Tax Status**

- 1 The Missouri Area Assembly authorized the Area's application for not-for-profit status 501(c)3 incorporation with the State of Missouri and the Federal Government as well as a not-for-profit bulk mailing permit on November 11, 1993, and authorized payment of fees and expenses for not-for-profit status and bulk mailing permits on November 4, 1994. It is understood that the documents filed were general and fulfilled all legal requirements but that, should their execution ever threaten to compromise Al-Anon's principles, the Area would take steps to dissolve the corporation. 11/02
- 2 The Missouri Area will extend the benefit of its not-for-profit status to the committees for the South Central Regional Delegates Meeting and the South Central Regional Service Seminar when these meetings occur in Missouri. To that end, both events will be considered a part of the Area structure in the years when Missouri is the host. 3/05
- 3 The Area Treasurer may employ a tax preparation service to complete the Area's annual forms for submission to the IRS. 11/09

#### **W. Web Site**

- 1 Missouri Area will maintain a web page on the Internet with expenses not to exceed \$450 per year. 11/98
- 2 The Missouri Area Web Site will include a "news flash" page with special notices about meetings (agenda, schedule, location, directions, etc.) or other "need to know" items as determined by any of the Area Officers. 11/00
- 3 The meetings (Where and When) list may include all Al-Anon and Alateen meetings that meet all of the following criteria:
  - a. Meetings are registered with the World Service Office (WSO). 5/11
  - b. Meetings are not combined meetings as defined by Guideline 3 ("Cooperation between Al-Anon and A. A."). 11/10
  - c. Meetings are not limited-access as defined in the Al-Anon/Alateen Service Manual. 11/10

## Appendix

### Al-Anon Duties

#### A. Officers and Coordinators Qualifications and Duties

- 1 Qualifications and Duties
  - a. The Missouri Area follows the *Al-Anon Alateen Service Manual*, Part 4, "World Service Handbook" and guidelines from the World Service Office regarding qualifications and duties of Officers and Coordinators. Exceptions and clarifications are included here.
- 2 General Qualifications for Officers and Coordinators:
  - a. Have a good working Al-Anon program, attend Al-Anon meetings regularly, have a good background and knowledge of Al-Anon policies and the Concepts of Service.
  - b. May not be a member of A. A.
  - c. Officers must have served three years as District Representative.
- 3 General Duties for Officers and Coordinators:
  - a. Attend all Area World Service Committee meetings and Assemblies with voice and vote at AWSC meetings and voice at Assemblies. Do not vote at Assemblies.
  - b. Officers: Read written report at AWSC meetings and Assemblies. Coordinators: Read written report at AWSC meetings and Assemblies. Action Committees: Ten minutes are allotted to read written reports at AWSC meetings and Assemblies. Delegate: Allotted one hour for his/her report at the Assemblies. Copies of all reports are to be given to the Secretary.
  - c. Write an article monthly for the *Round Robin* Area Newsletter. Exceptions: The Delegate and Alternate Delegate alternate on a bimonthly basis, Secretary writes periodically as needed, and Treasurer writes an appeal letter for Area contributions from groups for the January, May, and September issues and other articles as needed. All articles must be submitted to the *Round Robin* editor by the 10th of the month prior to the month of publication.
  - d. Answer all correspondence.
  - e. Keep records of expenses and submit them to the Area Treasurer at the time of the expense or at the next Area meeting immediately following the expense.
  - f. Attend District meetings or workshops as requested.
  - g. Pass on records, files, equipment, and supplies pertaining to the job, and assist successor in any way possible.
  - h. Coordinators should coordinate with Alternate and Chairperson of District committees as well as the World Service Office.

#### B. Duties of the Delegate

- 1 General:
  - a. Act as informational channel between WSO and groups bringing to the groups a broader perspective of Al-Anon worldwide. Serve Al-Anon as a whole.
- 2 Specific:
  - a. Attend the World Service Conference yearly.
  - b. Inform the Area Treasurer of Delegate's equalized expenses.
  - c. Keep WSO apprised of AWSC Officers, Coordinators, and District Representative names, addresses, and phone numbers.
  - d. Keep Alternate Delegate informed of important issues.
  - e. Work with Area Chairperson and other Area Officers.
  - f. Attend Regional Delegates' Get-together annually.
  - g. Attend Alateen Super Sunday/Saturday when requested.
  - h. Stay active at Area level, if possible, by accepting an Area Coordinator position after his/her term.
  - i. Attend AWSC meetings and Assemblies as Immediate Past Delegate with voice and vote at the AWSC meetings for the next three years.
  - j. Attend Regional Delegates' Get-together as Past Delegate, if possible.

### C. Duties of the Alternate Delegate

- 1 Record Group Representatives' names for voting purposes.
- 2 Chair Area meetings when the Chairperson is absent. Serve as Area Chairperson in the event that person resigns, until the next Area Assembly where one is elected from among those eligible (defined as an active member of Al-Anon who has served as a District Representative for three years).
- 3 Make sure Delegate knows when a District Representative resigns and inform Secretary of a new District Representative for mailing the minutes.
- 4 Serve as Liaison to the A. A. State Convention.
- 5 Extend an invitation to all Alternate District Representatives to attend the first Assembly of each Panel. This should be done three months prior to the Spring Assembly.
- 6 Facilitate orientation/training for District Representatives and Alternate District Representatives at the first Assembly of each Panel (or more often at the discretion of the Area Chairperson).
- 7 Arrange for orientation/training for Group Representatives to be given by willing, experienced service-minded members at the first Assembly of each Panel. (This could be done more often at the discretion of the Area Chairperson.)
- 8 Orientation/training for DRs/Alternate DRs and GRs occur concurrently.
- 9 Plan a Group Representative workshop to occur during the Fall Assembly.
- 10 Coordinate and arrange the annual Missouri Area Al-Anon Day in Service, which is held on a Saturday in August.

### D. Duties of the Area Chairperson

A chairperson should have leadership and organizational ability, serving rather than dictating. Skills include the ability to plan an agenda and conduct meetings in an orderly manner. Communication and cooperation with others are key elements in good chairpersonship.

- 1 Call and conduct all agenda meetings prior to Area World Service Committee meetings and Assemblies.
- 2 Conduct all AWSC meetings, Assemblies, and the election Assembly.
- 3 If any Officer other than the Delegate or Chairperson resigns before the end of the term, appoint a qualified member to fill the position. This appointment is subject to the approval of AWSC members. A qualified member is defined as active in the Al-Anon program and has served three years as a District Representative.
- 4 Prepare the Assembly agenda and submit to the *Round Robin* by September 10 for the November Assembly and by March 10 for the May Assembly.
- 5 Be available to help with groups' problems encouraging groups to solve their problems at the District level first or, if that is not possible, having the District Representatives bring the problem to the AWSC.
- 6 Serve as a member of the Convention Committee.
- 7 Prepare and mail with payment no later than August 20 of each year, the "Annual Registration Report for Nonprofit Corporations" to the Secretary of State, P. O. Box 1366, Jefferson City, MO 65102.
- 8 Prepare a State of Missouri "Statement of Change of Registered Office" (for nonprofit corporations) at the onset of each Panel, and mail with payment to the State of Missouri, Division of Taxation and Collection, P. O. Box 3300, Jefferson City, MO 65105-3300.
- 9 The outgoing Chairperson will appoint a Financial Audit Committee at each Area Election Assembly to conduct an annual financial audit.
- 10 Notify by phone, mail, or e-mail any Alternate District Representative or Group Representatives of a District that has not been represented at two consecutive Area meetings.
- 11 The incoming Chairperson will appoint Action Committee Chairpersons and Alternate Chairpersons after the Area elections each three years. Appointees will come from among trusted servants who have previously served for three years, but have not been elected to a service position for this term. Completion of three years of service refers to that of Group Representative, District Representative, Coordinator, Alternate Coordinator, or Officer.

- 12 The Area Chairperson will independently certify the Area Alateen Process Person's "Missouri AFG Alateen Sponsor Candidate" form and complete form titled "Al-Anon Member Involved in Alateen Service" to be sent annually to WSO.

#### **E. Duties of the Secretary**

- 1 Keep minutes of Area World Service Committee and Assembly meetings. Include exact wording of all motions, corrections to previous minutes, old and new business, and reports given.
- 2 Provide copies of minutes and previous minutes as corrected or amended to the Missouri Area Internet site within three months of the meeting or corrections.
- 3 Read summary of minutes at AWSC meetings and Assemblies.
- 4 The reading of the minutes at Assembly be limited to announcements made, motions made, voting results, a listing of reports made, and information regarding the availability of the full minutes, at the discretion of the Area Secretary.
- 5 Send minutes of AWSC meetings and Assemblies to all AWSC members shortly after each meeting.
- 6 Keep and maintain the Area equipment and files of past Area meetings, especially copies of all minutes and Treasurer reports.
- 7 Take care of such correspondence for the Area as directed by the Delegate or Chairperson.
- 8 Keep folders for all AWSC members and past Delegates to receive information at the Area Assemblies and AWSC meetings.
- 9 Update the *Missouri Area Procedures Digest* after each Assembly and provide updated *Procedures Digests* within three months of the Assembly to the Missouri Area Internet site.
- 10 Mail, if requested, handouts given at AWSC and Assembly to AWSC members when unable to attend meeting.
- 11 Record all Ask-It-Basket questions and answers at an Area Assembly or AWSC meeting and send them to the *Round Robin* editor for publishing.
- 12 Submit brief (one page) Missouri Area meeting minutes summary to the *Round Robin*.
- 13 Create and maintain a table of contents for the *Procedures Digest*.

#### **F. Duties of the Treasurer**

- 1 Keep detailed records of expenses for Area Officers and Coordinators with an available yearly summary.
- 2 Keep detailed records of income and expenses for the *Round Robin*.
- 3 Submit a year-end financial report to the March AWSC meeting and year-to-date financial reports to the May and November Assemblies. All three financial reports are to be published in the *Round Robin*.
- 4 The reading of the Treasurer's Report be limited to the beginning and ending balance, significant trends in income or expenses, and procedural reminders, at the discretion of the treasurer.
- 5 May open a new account, if needed, at the beginning of his/her term. Two signatures are required on each Area check.
- 6 Keep a running balance in the checkbook and balance the checkbook with the monthly statement.
- 7 Treasurer's books to be audited at the end of each calendar year.
- 8 All checks written are authorized by the Missouri Area either in concept or by Assembly vote (*Check Area Procedures Digest*).
- 9 May form a committee of several members who are geographically accessible for the purpose of meeting to review monthly expenses and charges and to assist the Treasurer in completing his/her monthly report.
- 10 Maintain a short-term, interest-bearing account as an Area reserve fund; adding to the reserve fund until one year's operating expense is reached.
- 11 Update, as needed, the "Guidelines and Addresses for the Group Treasurer" and provide to the *Round Robin* editor for publication in the January issue of the *Round Robin* each year.
- 12 File Federal and State "Return of Organization Exempt from Income Tax" forms as needed.
- 13 Maintain detailed current year and detailed previous five year financial records as needed for completion of Federal and State "Return of Organization Exempt from Income Tax" forms.

### **G. Duties of the Public Outreach Coordinator**

- 1 Serve the entire Area by coordinating work in public outreach encompassing public information, institutions, and cooperating with the professional community.
- 2 Serve as a liaison between WSO and the Area, participating in conference calls with WSO and other Public Outreach Coordinators in the U. S. and Canada, receiving e-mail from WSO, then passing the information along to the membership.
- 3 Communicate with members of the Public Outreach Committee throughout the Area. The committee consists of District Chairmen, District Representatives, and Group Chairmen plus interested members.
- 4 Stimulate interest in carrying the message.
- 5 Receive newsletters and communications from the World Service Office and pass that information on to the Districts.

### **H. Duties of the Archives Coordinator**

- 1 Store, maintain, update, and make available to the membership files, papers, artifacts, memorabilia, and other items deemed important to include in the Area Archives.
- 2 Inform the Area of the Archives' need for materials and seek out such materials that will augment the collection.
- 3 Encourage members to donate materials to the Archives including groups' histories and memories of long-term members.

### **I. Duties of the Alateen Coordinator**

- 1 Follow the World Service Office guidelines for Alateen Coordinators.
- 2 Coordinate two annual Alateen workshops.
- 3 Offer assistance to any hosting group of an Area Alateen event to help coordinate.
- 4 Keep and maintain a file of all Alateen groups in Missouri Area. Confirm that all group sponsors are certified.
- 5 Guide and give help, if asked, to the hosting groups of AMAC if it is being held in our Area.
- 6 Be available for all Alateen groups and Alateen sponsors who may have problems, questions, etc.
- 7 The Alateen Coordinator will distribute the *Missouri Area Procedures Digest* and the *Alateen Procedures and Alateen Duties* to all Alateen groups.

### **J. Duties of the Area Alateen Process Person (AAPP), formerly the Alateen Sponsor Coordinator**

- 1 Maintain records of sponsor candidates and additional AI-Anon members involved in Alateen service (AMIAS). This certification is inclusive of extra drivers and Serenity Patrol for events and those willing to "stand in" for a sponsor when he/she cannot make the meeting, including members that are not required to sign for the responsibility of Alateen members, otherwise known as LAPs (Loving Adult Presence).
- 2 Send completed form titled "AI-Anon Member Involved in Alateen Service" to WSO for all sponsor candidates and additional members involved in Alateen service.
- 3 Provide listing of all sponsor candidates to Alateen Coordinator and the Area Group Records Coordinator.
- 4 Be available to all Alateen groups and Alateen sponsors who may have problems, questions, etc. where Minimum Safety and Behavioral Requirements are concerned.
- 5 After conferring with Alateen Coordinator and Area Chairperson, report to WSO "Notification of Disqualification" any group or person not meeting Area Minimum Safety and Behavioral Requirements.
- 6 Serve as liaison to Missouri A. A. functions that wish to have Alateen participation, to ensure compliance with Missouri and WSO requirements.
- 7 Maintain, or delegate an Alateen sponsor to maintain, a sponsor e-mail communication database, sending hard copy bi-monthly to those sponsors who request it, should e-mail not be available.
- 8 Work closely with and support the Alateen Coordinator and Alternate Alateen Coordinator.

### **K. Duties of the Literature Coordinator**

- 1 Serve as a “link of service” between the members, groups, and districts in their area and the WSO.
- 2 Receive periodic mailings from the World Service Office (WSO), including newsletters, announcements, letters, pamphlets, books, and other items which are relayed at Assemblies and AWSC meetings, as well as to District Representatives (DRs), Information Services/Intergroups (AISs), Literature Distributions Centers (LDCs), committees, and Newsletter Editors, who convey it to Group Representatives (GRs) and individual members.
- 3 Act as a CAL resource for the area.
- 4 Inform WSO about area literature activities.
- 5 Read and become familiar with each piece of Al-Anon and Alateen literature.
- 6 Has access to CAL for easy reference.
- 7 Receive advance notice of new or revised publications from WSO and keep Area groups informed of these additions and changes.
- 8 Encourage use of the Al-Anon/Alateen Service Manual (P-24/27) and the Missouri Area Procedures Digest.
- 9 Offer support and information to all literature distribution centers.
- 10 Work with Public Outreach Coordinator in displaying CAL at workshops and developing literature donation projects, e.g., donations of Al-Anon and Alateen material to libraries, schools, hospitals, correctional facilities, courts, and professionals.
- 11 Share information from the WSO by writing articles for *The Missouri Round Robin*, and participating in area events.
- 12 Encourage members to write sharings for ongoing and new CAL projects.
- 13 Distribute WSO “sharing sheets”.
- 14 Encourage members to read *The Forum*, and *The Missouri Round Robin*.
- 15 Is available to Districts, Groups, and /or members for questions, workshops, etc.
- 16 Participate in WSO conference calls for Literature Coordinators to keep current of news regarding CAL, workshops, and other WSO literature projects.

#### **L. Duties of the Literature Depot Coordinator**

- 1 Maintain the Area Literature Distribution Center (LDC)
  - a. Order in bulk, from the World Service Office, a wide variety of Al-Anon/Alateen literature for distribution to groups and individuals within the Area. When this arrives, it must be inventoried against the invoice and packing list, priced, and stored with easy access for mail orders. Literature orders include Al-Anon Conference-Approved books, pamphlets, service manuals, and other Conference-Approved materials.
  - b. The Area LDC will keep in stock a good supply of Conference-Approved Literature (CAL) that can be economically sustained by the Area treasury, taking advantage, wherever possible, of all discounts provided to LDCs by WSO.
  - c. Each literature order received will be checked for accuracy, and any monetary insufficiencies found will be passed on to the one ordering. All prices and discounts offered in the S-16 order blanks will be respected by the Area LDC.
  - d. Only Conference-Approved Literature, service, and recovery materials will be stocked in the Area LDC.
  - e. The most economical means of shipping will be used by the Area LDC.
  - f. An inventory of stock on hand in the Area LDC is to be completed annually and submitted in writing and reported to the March AWSC meeting.
  - g. Postage expenses will be submitted to the Area Treasurer for reimbursement.
  - h. Money from literature sales will be deposited into the Area checking account and an Income Form will be submitted to the Area Treasurer.
  - i. The Area LDC does not take donations for WSO or *Forum* subscriptions as listed on the S-16 order blank.
- 2 Maintain a ready supply of literature for sale at Area meetings, i.e., Assembly, AWSC meetings, Al-Anon Convention, and the Alateen workshops.
- 3 Expenses for the Coordinator and Alternate are reimbursed for Area meetings as listed above.
- 4 Receive advance notice of new or revised publications from WSO and keep Area groups informed of these additions and changes.

- 5 Is available to Districts, Groups, and/or members for questions, workshops, etc.
- 6 Participate in WSO conference calls for Literature Coordinators to keep current of news regarding CAL, workshops, and other WSO literature projects.

#### **M. Duties of the Convention Coordinator**

- 1 Choose hotel (two years in advance) and make arrangements for date, set-up, food, hospitality room, etc. for the Convention and Assembly.
- 2 Appoint five Al-Anon/Alateen members to serve on the Convention Committee along with the Convention Coordinator, Alternate Convention Coordinator, Registrar, Area Chairperson, Alateen Coordinator, immediate past Convention Coordinator and the Speaker Coordinator. See II.P.5.
- 3 Call and chair Convention Committee planning meetings. (3 to 5 per year)
- 4 Write articles for the *Round Robin* giving information and arousing interest in the Convention.
- 5 Plan the Convention program with the Convention Committee.
- 6 Chair the Convention or arrange for others to do so.
- 7 Arrange location, hospitality table, etc. as needed for AWSC meetings.
- 8 Encourage and assist Convention Committee members to set up committees early in the year and to utilize members in their Districts, if possible.
- 9 Follow the *Procedures Digest* pertaining to Conventions and Assemblies.
- 10 Research the feasibility of contracting for two years at a time for each Area Convention location.
- 11 Theme will be selected by the Convention Committee at the November Area Assembly preceding the Convention.
- 12 Keep and update a list of names and addresses of all Convention Committee members and provide this list to the Area Treasurer and other Convention Committee members.

#### **N. Duties of the Registrar**

- 1 Serves as the Registration Chairperson on the Convention Committee for the entire three-year term.
- 2 Receives and records all registration money for Conventions and Assemblies and turns all money over to the Area Treasurer.
- 3 Prepares packets and supervises the registration table at Conventions and Assemblies.
- 4 Attends all Convention Committee meetings scheduled by the Convention Coordinator.

#### **O. Duties of the Convention Committee**

The Convention Coordinator appoints these positions. The only requirement for these positions is a willingness to help. All chairmen are requested to attend any Convention Committee meetings called by the Convention Coordinator. All money received and expenses incurred will be turned over to the Area Treasurer.

- 1 Duties of the Hospitality Chairperson:
  - a. Supervise and schedule members to cover the hospitality room for the Convention and Assembly during open hours and be responsible for its provisions. (During the Convention, the hospitality room shall be closed during speaker meetings, but open during mini-meetings. A closed A. A. meeting with coffee shall be scheduled during the Delegate's report.)
  - b. Provide a donation box in the hospitality room, record all money taken in, then turn all money over to the Area Treasurer, and, report the recorded amount to the Convention Records Chairperson.
- 2 Duties of the Entertainment Chairperson:
  - a. Plans and supervises all forms of entertainment activities at the Convention and attendance prizes and auctions at Assemblies.
- 3 Duties of the Decoration Chairperson:
  - a. With his/her committee, provide decorations for the Saturday night banquet tables at the Convention. (Not more than \$200 will be spent on decorations.)
- 4 Duties of the Program/Mini-Meetings Chairperson:
  - a. Seek volunteers and schedule workshops and mini-meetings for the Convention.
  - b. Prepare the Convention program in consultation with the Convention Coordinator and/or Convention Committee.

- c. Make copies of the program and have an ample supply available at the Convention.
- 5 Duties of the Publicity Chairperson:
  - a. Prepare and copy flyers for the Convention and Assemblies. Flyers are to include dates, place, registration, speakers, program, and hotel information.
  - b. Send flyers according to the following schedule:
    - (1) May Assembly – by February 10 for publication in March and April *Round Robin* and on the Web Page
    - (2) September Convention – by July 10 for publication in August and September *Round Robin* and on the Web Page
    - (3) November Assembly – by August 10 for publication in September and October *Round Robin* and on the Web Page
  - c. Flyers will be supplied to Information Services in the Area as needed and sent to newsletters of surrounding Areas.
  - d. Submit Convention information to *The Forum* four months prior to the event.
  - e. Convention flyers will be supplied to A. A. Information Services.

**P. Duties of the Speaker Coordinator and Alternate Speaker Coordinator**

- 1 Maintain a file of Area speakers and tapes to use for recommendation to local, District and Area events, and to fill requests from other Areas.
- 2 Maintain a tape library of Al-Anon/Alateen speakers for use in selecting speakers for the Area Convention and for loan to Area members.
- 3 Attend Convention Committee meetings.
- 4 Make a reasonable attempt to hear a tape or talk by prospective Convention speakers.
- 5 Recommend speakers for Convention to Convention Committee and have tapes available for them to review. (Should have one A. A. and one Al-Anon speaker for Friday night, one Saturday night Al-Anon speaker and one Sunday morning Al-Anon speaker at a minimum.)
- 6 Give speakers' names to the Publicity Chairperson for use on Convention flyer.
- 7 Obtain permission from speakers to be taped.
- 8 Correspond with Convention taper to arrange details. Obtain list of names of persons introducing speakers at the beginning of the Convention to facilitate introductions.
- 9 Coordinate travel arrangements for speakers, including arranging transportation to and from the airport (airfare limited to two speakers per Convention, if financially feasible).
- 10 Provide to the Treasurer, by the first day of the Convention, names of all speakers who may be reimbursed.

**Q. Duties of the Newsletter Editor and Alternate Newsletter Editor**

- 1 Have knowledge of the Traditions and WSO's Newsletter Guidelines. Carry out Missouri Area policy regarding the Area newsletter.
- 2 Is responsible for editing and printing a newsletter monthly during the three-year term.
- 3 Fold and put on labels, prepare for bulk mailing, and take to the Post Office. Fill out forms for the Post Office and get a new one each month.
- 4 Send newsletters to the mailing addresses for all Missouri Al-Anon and Alateen groups as well as subscribers.
- 5 Maintain the *Round Robin* equipment and supplies.
- 6 Maintain and update on a regular basis a file of mailing addresses of all Missouri Al-Anon and Alateen groups and subscribers.
- 7 Collect and record subscription money and forward to the Area Treasurer.
- 8 Make necessary purchases of supplies and inform the Area Treasurer of these purchases.
- 9 Store and make use of files of newsletters, exchange newsletters, and data from past years.
- 10 Coordinate with Area Treasurer for payment of the bulk-mailing permit and maintain the account.
- 11 Make and keep up-to-date mailing labels, utilizing the group list and subscription information for the monthly mailing of the *Round Robin* to Area groups and subscribers.

**R. Duties of the *Forum* Coordinator**

- 1 Follow the Al-Anon guidelines for *The Forum* Coordinators (G-32).

- 2 Work with the AWSC to stimulate interest in *The Forum*.
- 3 Encourage groups and members to subscribe to *The Forum*.
- 4 Encourage members to suggest ways to improve *The Forum*.
- 5 Keep communication lines open so that all information received by the Area Coordinator can be brought to the attention of *The Forum* Editorial Committee and the Associate Director of Fellowship Communication/*Forum* at the WSO.
- 6 Encourage long term service members to write and share their service experience.
- 7 Distribute the writing guidelines for *The Forum* at all Al-Anon events and encourage members to submit their sharings.
- 8 Encourage members to distribute copies of *The Forum* to libraries and professional offices as part of the Public Outreach work in our Area, and cooperate with the Coordinator.
- 9 Keep order blanks and free copies of *The Forum* available to fill requests from members.

#### **S. Duties of the Liaisons to Information Services**

- 1 Intergroups or Service Center boards elect their representative Liaisons.
- 2 Bring information concerning their offices to the AWSC meetings and Assemblies, and relate information about Area decisions, discussion, and events to their respective offices.

#### **T. Duties of the Group Records Coordinator and Alternate Group Records Coordinator**

- 1 Keep accurate records of all Area groups, including Officers, Coordinators, Action Committee Chairpersons, District Representatives, and Alateen Sponsors. Provide the Delegate, Alternate Delegate, Alateen Coordinator, Newsletter Editor, Web Page Coordinator, Al-Anon Information Services (Information Centers), and WSO with up-to-date data.
- 2 Make and keep up-to-date, a list and mailing labels with the addresses of all AWSC members, and make these labels available to Area Officers and Coordinators on an as-needed basis to be used in Area mailings. Provide a list of Officers and Coordinators to the *Round Robin* editor in January and June and when contact information has changed. Provide a list of the District Representatives to the *Round Robin* Editor for publishing in the issues preceding the Area meetings.
- 3 Compare Area records with data from WSO checking for errors and new groups. Send changes and names of disbanded groups to WSO. Provide a copy of the WSO data to District Representatives a month prior to each Area meeting, in order that the District Representative can update his/her listing information.
- 4 Update, as needed, the "Al-Anon & Alateen Registration/Group Records Change Form" and provide it to the *Round Robin* editor for publication in the June issue of the *Round Robin* each year.
- 5 For Groups without a District Representative, send a copy of group data originated from WSO to each group's CMA (current mailing address), requesting changes be sent to the Area Group Records Coordinator.
- 6 Keep an up-to-date back-up file of all Al-Anon/Alateen Groups, District Representatives, Committee Chairpersons, Officers, and Coordinators.
- 7 Have the Area Business Cards printed for distribution at each Area Assembly.

#### **U. Duties of the Web Page Coordinator**

- 1 Coordinate with the Group Records Coordinator, updating the meetings database within one week of notification of meeting additions, changes, or deletions.
- 2 Coordinate with the Secretary, updating the Procedures Digest within three weeks of notification of additions, changes, or deletions.
- 3 Update other areas of the site within one week of notification of the need for updates.
- 4 Coordinate requests for information from professionals.
- 5 Coordinate requests received from the Comments/Questions/Suggestions page.
- 6 Make minor design and content changes as necessary.
- 7 Keep in touch with the needs of the Missouri Area by being active in Assembly and AWSC meetings, reading the *Round Robin* and local newsletters, and keeping in touch with a wide range of Missouri Al-Anon members.
- 8 Search out and provide ideas for major changes in design and content to the Area Officers. Make

- major changes on approval of Area Officers.
- 9 Ensure that the URL is maintained and that invoices for housing the pages are sent to the Treasurer for timely payment.