



## Table of Contents

I.	Purpose, Structure, and Modification .....	1
A.	Purpose .....	1
B.	Structure .....	1
C.	Modification.....	1
D.	Distribution and Publication .....	1
II.	Al-Anon Procedures .....	2
A.	Agenda Meetings .....	2
B.	Alateen requirements and process for Missouri Area 31.....	2
C.	Review and or Removal of AMIAS (Al-Anon Member Involved in Alateen Service) .....	3
D.	Al-Anon Member Involved In Alateen Service (AMIAS) Education and Training Weekend.....	5
E.	Serenity Patrol 11/12 .....	5
F.	Area Miscellaneous.....	6
G.	Area World Service Committee (AWSC) .....	6
H.	Ask-It-Basket .....	6
I.	Assemblies .....	6
J.	Audit of Treasurer’s Books.....	7
K.	Financial Management and Reporting.....	7
L.	Convention.....	7
M.	Cooperating with A.A.....	8
N.	Day In Service.....	9
O.	District Listings.....	9
P.	District Representatives.....	9
Q.	Election Procedure.....	10
R.	Expenditures .....	10
12		
S.	Officers/Coordinators .....	13
T.	Procedures Digest .....	13
U.	Raffle .....	13
V.	Redistricting Procedures.....	14
W.	Reserve Fund.....	14
X.	Missouri Round Robin (a. k. a. <i>Round Robin</i> ) .....	14
Y.	Tax Status.....	15
Z.	Web Site.....	15
III.	Al-Anon Duties.....	17
A.	Officers and Coordinators Qualifications and Duties .....	17
B.	Duties of the Delegate .....	17
C.	Duties of the Alternate Delegate .....	18
D.	Duties of the Area Chairperson .....	18
E.	Duties of the Secretary .....	19
F.	Duties of the Treasurer .....	19
G.	Duties of the Public Outreach Coordinator .....	20

H.	Duties of the Archives Coordinator .....	20
I.	Duties of the Alateen Coordinator.....	20
J.	Duties of the Area Alateen Process Person (AAPP) .....	21
K.	Duties of the Alateen Serenity Patrol Coordinator.....	22
L.	Duties of the Forum/Literature Coordinator .....	23
M.	Duties of the Literature Depot Coordinator .....	23
N.	Duties of the Convention Coordinator .....	24
O.	Duties of the Registrar .....	24
P.	Duties of the Convention Committee.....	25
Q.	Duties of the Speaker Coordinator and Alternate Speaker Coordinator .....	26
R.	Duties of the Newsletter Editor and Alternate Newsletter Editor .....	26
S.	Duties of the Liaisons to Information Services .....	26
T.	Duties of the Group Records Coordinator and Alternate Group Records Coordinator .....	26
U.	Duties of the Web Page Coordinator.....	27
IV.	Leadership Support and Concern of non-performance of Area Officers & Coordinators .....	28
A.	Leadership support of our trusted Area Officers and Coordinators will include: .....	28
B.	Concern of non-performance of Area Officers & Coordinators .....	28
V.	Alateen Area Event Procedures.....	30
A.	2003 WSO Alateen Motion (see Missouri Area Web Site / Alateen) .....	30
B.	AMIAS requirements and process for Missouri Area 31 .....	30
	(See Missouri Area Procedure Digest Section II B.) .....	30
C.	Serenity Patrol for Missouri Area 31 Events.....	30
	(See Missouri Area Procedure Digest Section II E.) .....	30
D.	Alateen Event Overview.....	30
E.	Missouri Area Permission and Medical Forms are required for Alateen attendance at all Missouri Area Events. ....	30
F.	Mandatory Reporting .....	31
G.	Area Alateen Event Fund Raising.....	31
H.	Communication With Alateens.....	31
I.	Transporting of Alateens to and from Area Events.....	32
J.	Rooming Assignments.....	32
K.	Handling of Alateen WSO Policy, Missouri Area Procedure & Behavior Standard Infractions.....	33
L.	Serenity Patrol .....	33
VI.	Area Event Behavior Standards.....	35
VII.	Alateen Events:.....	37
A.	Missouri Area Alateen Business Meeting (Super Sunday).....	37
B.	Missouri Area Alateen Conference (CBAT-Come Be a Teen).....	37
VIII.	Appendix .....	41
A.	Missouri Area Event Permission and Medical Forms .....	41
B.	Missouri Area Alateen Conference Registration Packet.....	41

IX. ACRONYMS (aka AL-ANON'S ALPHABET SOUP) .....42  
X. TRIAL or TIME LIMITED MOTIONS .....43



## 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*. Alateen procedures can be (1) modified by motions and votes at Alateen Business Meetings, subject to ratification of the Missouri Area Assembly and (2) modified by motions and votes at Missouri Area Assembly, subject to ratification of the Alateen Business Meetings. 05/12

### 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 Missouri Area will print the Missouri Area Procedures Digest once at or near the beginning of the panel, timing and quantity to be determined by the current panel Area Officers. The printing will be in a loose-leaf format to allow for issuing changes/updates as they occur during the panel. The Area requests a \$2.00 per copy donation to help offset the cost of printing.
2. The *Procedures Digest* will be published on the Missouri Area Internet site.

## II. Al-Anon Procedures

### A. 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

### B. Alateen requirements and process for Missouri Area 31

1. Alateen requirements and process for Missouri Area 31 for all Alateen groups, Conventions, and Al-Anon members involved in Alateen service (AMIAS), and at any time responsible for the Alateen members of Al-Anon. Alateen service to include not only group sponsors, but members who help with transportation, those who step in to help with meetings or Conventions, etc. Al-Anon members involved in Alateen service and all Alateen members must adhere to the Area's safety and behavioral requirements, or the Area will notify the WSO that those members are prohibited from participating in Alateen service.
2. Minimum Safety and Behavioral Requirements:
  - a. Every Al-Anon member involved with Alateen service must:
  - b. be an Al-Anon member regularly attending Al-Anon meetings (at least three Al-Anon meetings per month) 05/17
  - c. be at least 21 years old
  - d. have at least two years in Al-Anon in addition to any time spent in Alateen
  - e. not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
3. There must be at least one Alateen Group Sponsor at every Alateen meeting.
4. The Area requirements prohibit overt or covert sexual interaction between any adult and Alateen member.
5. The Area requirements prohibit conduct contrary to applicable laws.
6. To help ensure the safety of the Missouri Area Alateens, the Area requires background checks for all Al-Anon Members Involved in Alateen Service (AMIAS) applicants (New and Re-certifications):
  - a. The Al-Anon member applying to be an AMIAS must be registered with the Family Care Safety Registry (FCSR). Registration must be done by the individual member through the Family Care Safety Registry.
  - b. New applicants must attach a copy of their initial FCSR background report to the Missouri Area AFG Candidate Profile for AMIAS application form.
  - c. For Annual Recertification an AMIAS will attach an updated copy of the FCSR background report or provide the necessary personal information (which would include social security number) for the Area Alateen Process Person (AAPP), Alternate AAPP or other approved Area AMIAS to retrieve an updated background report.
  - d. The onetime registration fee is eligible for reimbursement (once the Al-Anon member is certified) by the Area if not reimbursed/paid by another level of service (i.e. group, district, etc.) or individual. An Area expense form is required to be completed and

- submitted to the Area Treasurer for reimbursement.
- e. New and Recertification of AMIAS will also be run through Family Watchdog by the AAPP, Alternate AAPP or other approved Area AMIAS.
  - f. Background report concerns will be reviewed by the AAPP according to the Missouri Area Procedures "Review and or Removal of AMIAS (Al-Anon Member Involved in Alateen Service)".
  - g. Background reports will be kept with the AMIAS application/recertification forms by the AAPP in a secure environment (secure file, safe, or locked file cabinet). Only Al-Anon members who have been approved by the Missouri Area Chair and have a need to examine such reports may have access to the background information. Appropriate precautions must be taken to protect the visibility of these reports at all times from unauthorized persons.
  - h. When background reports are no longer needed, reports must be disposed of in such a way that the information contained in the report cannot be retrieved (shredding, incineration, etc.).
  - i. Background reports will be kept with the AMIAS application/re-certification forms for a period of five (5) years after termination of the applicant's association with Al-Anon Family Groups of Missouri and then disposed of in the manner described above. 11/16
7. To meet these requirements, all adult members must fill out the application form, Missouri Area AFG Candidate Profile for AMIAS, verifying the above mentioned, the WSO AMIAS form and attach a current (within 30 days) FCSR background report prior to being with the Alateens, and at the beginning of each new term for certification. The Missouri Area AFG Candidate Profile for AMIAS forms and a current (within 30 days) FCSR background report should be resubmitted each year to be used for annual recertification with WSO by the AAPP. Updated WSO AMIAS forms will be needed when name changes or reactivation are requested. 05/17
  8. If a group or person is found to NOT be in compliance, and after exhausting every effort to encourage them to do so, the Area Alateen Process Person, after conferring with Alateen Coordinator and Area Chairperson, will report to WSO "Notification of Disqualification" any Group or person not meeting Area Minimum Safety and Behavioral Requirements.
  9. In keeping with accountability, the Area Alateen Process Person will fill out applicable forms and turn them into the Area Chairperson for verification.
  10. In addition to the above requirements, all groups, Alateens, group sponsors, and AMIASs must follow Missouri Alateen Event Behavior Standards, which includes written parental permission, and notarized transportation and medical release forms, to any event outside of their regular weekly Alateen meeting, and including the weekly meeting wherever applicable.
  11. According to the Missouri Alateen Event Behavior Standards, if an Alateen or any adult member in Alateen service is not in compliance with the Behavior Standards, they will not be allowed to attend the event. Local legal counsel has reviewed all requirements, processes, and forms, including Missouri Alateen Event Behavior Standards, and has approved "as is". 10/15 (Moved From Alateen Procedures 4/2013)

### **C. Review and or Removal of AMIAS (Al-Anon Member Involved in Alateen Service)**

The following procedures are to be followed in the event a complaint against an AMIAS is received. It should be noted, all complaints should be handled at the group/district level if possible. If the complaint involves non-conformity or non-compliance with the Missouri Area Alateen Safety Requirements or concerns about inappropriate behavior by an Al-Anon Member



Involved in Alateen Service, the following steps must be taken. It is understood; the Area Alateen Process Person (AAPP) will take additional or slightly modified actions at his/her discretion, if appropriate, as all possible circumstances cannot be anticipated. The AAPP will take any possible course of action to successfully resolve the complaint with the minimum impact required. In all cases, the AMIAS, when asked to step down, the request will be for a voluntary resignation. The AMIAS will be asked to contact the DR and inform him/her of their resignation. For the purpose of these procedures, reference is made to Al-Anon's Guideline G-34 for guidance and definitions of Alateens, Alateen Sponsors, and AMIAS.

- A. Anyone with knowledge of a violation of proper AMIAS conduct can bring the charge to the attention of the DR, Area Officer, Alateen Coordinator, or AAPP.
  - a. The Missouri Area Chair will be immediately informed of suspected violation(s).
  - b. The matter will be referred to the AAPP who will be responsible for seeing that an investigation is made.
  - c. If it is more workable (for geographic or other reasons), the AAPP may ask the Area Alateen Coordinator to conduct the investigation.
    - i. The AAPP or Area Alateen Coordinator will use the Missouri Area Safety Requirements, the Missouri Area AMIAS Candidate Application, Guideline G-34, etc., the safety and welfare of Alateens, and the "good of the program" as guiding principles.
    - ii. The AAPP or Area Alateen Coordinator will inform the DR of the AMIAS home district of the investigation.
      1. The initial disclosure will only be that an investigation is taking place. Disclosure of specific information (Names, allegations, etc.) will not be discussed at this time. More specific information may be disclosed as the investigations warrant.
      2. An AMIAS may be temporarily inactivated pending an investigation.
- B. The AMIAS implicated and the person(s) expressing the concern(s) will be given the option to meet in person for the initial interview.
  - a. The AAPP or Area Alateen Coordinator and a DR will conduct the interview. If an Alateen member is interviewed, his/her Alateen Group Sponsor and or parent(s)/authorized guardian may be present during this process.
  - b. The AMIAS may request the presence of his/her DR, Sponsor, Service Sponsor, or other responsible Al-Anon member during the interview.
  - c. Follow-up information may be gathered by other available means (e.g., phone, e-mail, other indirect communication.)
- C. The AAPP or Area Alateen Coordinator would report the findings to the Area Chair.
- D. The AAPP, Area Alateen Coordinator, Serenity Patrol Coordinator and all Area Officers will confer and decide if the AMIAS will be inactivated and the duration of the inactivation or ineligibility. If ineligible status is recommended, the AMIAS would be made permanently unable to be recertified as an AMIAS.
- E. Investigation is to be completed in 60 days if possible.
- F. The AAPP will inform the AMIAS and WSO.
- G. All investigations and findings shall be documented.
- H. Documentation will be kept on file by the AAPP position for a period of five (5) years, at which time it will be destroyed.
- I. After the investigation is closed, any request of information will go through the Area Chair.
- J. AMIAS Appeal of Decision
  - a. AMIAS may appeal within 30 days of date of first decision.

- b. Appeal must be in writing with information explaining reason for appeal and new documentation.
- c. Appeal is to be sent to the Area Chair.
- d. Area Chair will forward the appeal to the AAPP, Area Alateen Coordinator, Serenity Patrol Coordinator and all Area Officers who will confer.
- e. After conferring the decision will be final.

#### **D. Al-Anon Member Involved In Alateen Service (AMIAS) Education and Training Weekend**

1. Purpose: The Missouri Area will sponsor an annual AMIAS Educational and Training Weekend to bring together the Missouri Area AMIAS and other interested members to learn about procedures and policies concerning Missouri Area Alateen Service.
2. Focus: WSO Modules, workshops, presentations and other events will focus on our Third Legacy when working with Alateens.
3. Location: Location will be determined considering facility type and cost. Off season camp-type facility would be preferred to allow anonymity, comfort and affordability of the weekend.
4. Organizer: It will be the responsibility of the AAPP and or Alateen Coordinator to arrange for the location and scheduling of this event. (During the final year of the panel, the AAPP and/or Alateen Coordinator will schedule the event for the following year.) All of the Area Alateen Coordinators will work together to prepare and present the workshops.
5. Date: To be determined according to availability, cost, and consensus of Missouri Area AMIAS.
6. Finances: The Missouri Area will pay the deposit to hold the facility. The AMIAS weekend is to be self-supporting in as far as possible. The Missouri Area will offer to reimburse the Alateen Coordinators for their registration and mileage as well as incidental expenses incurred in preparing and or providing hand-outs, etc. for the participants. If a person (one per year) other than the Alateen Coordinators is asked to participate as a presenter or speaker, they will be reimbursed mileage and registration to attend the event per the Missouri Area Procedures.

#### **E. Serenity Patrol 11/12**

1. The Alateen Serenity Patrol Coordinator coordinates Serenity Patrol participants. 11/13
2. Whenever there are Alateens present at an overnight Missouri Area event there will be Serenity Patrol.
  - a. Anyone certified as an Al-Anon Member Involved in Alateen Service (AMIAS) and present may be asked to participate in Serenity Patrol.
  - b. Serenity Patrol means that there will be two AMIAS in the hallway or outdoors (when lodging is at a camp or comparable to a camp Serenity Patrol is to be stationed outside the lodging rooms/cabins) from the time Alateens retire to their lodging rooms until 8 a.m. or Sponsor check-in.
  - c. Alateens are not permitted to roam the hotel or parking lot or campground at any time for any reason unless accompanied by two AMIAS.
  - d. Alateens below the legal age to purchase tobacco products or alternative tobacco products (vapor cigarettes as an example) will not be allowed to use tobacco products at Area events.
  - e. The names of AMIAS and the hours each will perform Serenity Patrol will be provided to the Area Chair prior to Assembly or an Officer/Coordinator determined by the Area Chair prior to the onset of any other Area Event.

3. All names and pertinent information regarding certified AMIASs will be supplied to the Alternate Delegate by the AAPP. The Alternate Delegate will keep a current file on all those certified to be involved with Alateens.
4. Area will offer to reimburse those AMIAS performing serenity patrol at Area events for their portion of room expense and mileage expense (according to the MO Area guidelines) not already being reimbursed or paid by groups or other service positions. Each AMIAS performing serenity patrol will need to submit a completed expense form to the Area treasurer for reimbursement.

#### **F. Area Miscellaneous**

1. Twelve Steps, Twelve Traditions, and Twelve Concepts of Service with Warranties are to be displayed at all Assemblies, AWSC meetings, Conventions and Alateen Events. 11/12
2. The Missouri Al-Anon Day in Service will be held in the month of June whenever possible. 5/11

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

1. AWSC is made up of Officers, Coordinators, 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. 05/13
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

#### **H. 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

#### **I. 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 \$6.00. Late registration will be \$10.00. Alateen registration is free. 05/18
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. 11/94, modified 05/18
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

#### **J. 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

#### **K. 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 Alateen Business Meetings are Area business events and are partially funded by the Area's general fund. Conventions and other Area events (Area Convention and Missouri Area Alateen Conference) are to be self-supporting in as far as possible. 11/10
8. Reimbursed expenses shall mean mileage (at current rate as approved by the Area) and hotel room (where applicable) unless otherwise noted. 05/13

#### **L. Convention**

1. Date—The permanent date for the Missouri Area Convention will be the last weekend of

- September. 11/08
2. Recording—The Convention is to be recorded professionally. The recorder at the Convention will feature only Al-Anon/Alateen/A.A. recordings 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. 05/13
  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 Missouri Area Alateen Conference will be allowed at the Convention, always away from the meeting room and not during meeting time. 11/86
  4. Speaker selection—The Convention Committee will make final selection of speakers for the Convention based on recommendations of the Speaker Coordinator. 11/82
  5. 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. 11/94, modified 05/18
  6. 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
  7. Donation boxes—Donation boxes will be placed in the meeting hall and the hospitality room for coffee and snacks. 11/91
  8. Registration fee—The registration fee for the Convention will be \$20.00. The registration fee for LATE (After September 1) and all walk-ins will be \$30.00. Alateen registration is \$1.00. 11/08
  9. 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
  10. Convention reports—A financial report on the Convention will be given at the Assembly immediately following the convention. 05/13
  11. Refunds—No refunds will be made of Convention moneys received by the Area; this statement will be printed on all Convention flyers. 11/94
  12. Flyers—The Convention Committee will mail flyers pertaining to the Missouri Area Convention to the Area Delegate at the World Service Conference. 11/94
  13. 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

#### **M. 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

## N. Day In Service

1. Purpose – to bring together Al-Anon and Alateen members to learn about our Third Legacy - Service, to encourage members to (utilize) this area of growth in recovery, to introduce members to the joy of service, and to encourage all members to participate in service in a fun, interactive manner.
2. Focus – the presentations, skits, and other events will focus on Service in Al-Anon/Alateen in order to inform and encourage members to participate in our Third Legacy. The Delegate and other area officers and coordinators will have opportunities to present facets of their service.
3. History – following the precedent of other Al-Anon areas, Missouri decided to hold a Day in Service each year to encourage members in/into service to the fellowship.
4. Location – the Day in Service is to be hosted by a different district or a group of districts each year, giving members from different parts of the Area a chance to participate and to plan the program.
5. Organizer – the Day in Service is the responsibility of the Alternate Delegate in cooperation with the hosting district/districts.
6. Date – in June, if possible.
7. Alateen participation is encouraged.
8. Finances – the Missouri Area will reimburse for location rental and incidental expenses for presenters. The host district in charge is responsible for refreshments and decorations. 5/12

## O. 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.
2. The District listing should contain the following information:
  - a. Date
  - b. District Number and District Boundaries
  - c. Name, address, phone number of District Representative and Alternate District Representative
  - d. Group name, meeting place and address, day and time, contact name and phone number
  - e. The name, address, and phone number of Group Representative, Alternate Group Representative, and/or Alateen Sponsor. 11/08

## P. 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

#### Q. 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*. 05/13
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

#### R. Expenditures

1. An expense matrix indicates most of the expense procedures/guidelines. It is on a separate page at the end of Section Q. Expenditures.
2. 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, recordings, or other expenses incurred, and an extra nights lodging, if necessary. 11/87
3. No Area funds are to be used for local health fairs, medical conventions, etc. booths; local areas are responsible for these. 11/78
4. Two signatures are required on all Area checks. 11/82
5. 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
6. 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
7. Area will offer to pay mileage expenses at current rates, and postage and phone expenses (Maximum \$100) for all appointed temporary committee members. 3/02
8. The Area will pay the costs of printing the *Area Procedures Digest*. 05/18
9. 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
10. The Area will pay all expenses for the Area Literature Distribution Center.
11. 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
12. 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
13. 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
  14. The Area will offer to pay mileage and registration costs for the Alateen Coordinator to attend an Out of Area Alateen Conference. 3/03
  15. 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
  16. The Area will offer to pay the transportation, registration, and lodging expenses of the Delegate and the Alternate Delegate to the yearly Delegates' Get-Together. 05/13
  17. The Area will pay to store Hospitality equipment as needed. 11/14



POSITION	AMWSC MILES	AMWSC HOTEL	ASSEMBLY MILES	ASSEMBLY HOTEL	CONV MILES/TRSP	CONV HOTEL	CONV REG	CONV MEALS	MISC/TR	SCRUM	COMM MTE MILEAGE	TEEN EVENTS*	DIS MILES/ HOTEL
DA LIAISON													
ALATTEEN COORD	X	X	X	X	X	X			75			X	
ALATTEEN INTEN/(& AMIAS)	X	X	X	X	X	X						X	
ALATTEEN PROC PERSON	X	X	X	X	X	X							
ALT ALATTEEN COORD	X		1st*	1st*									
ALT ARCHVIST	X		1st	1st									
ALT CONV COORD	X		1st	1st	X	X			100	X			
ALT DELEGATE	X	F/5											
ALT GROUP RECORDS COORD	X		1st	1st									
ALT HOSPITALITY CHAIR	X		1st	1st	X	X							
ALT FORUM/LIT COORD	X		1st	1st									
ALT LIT DEPOT COORD	X		1st	1st	X	X							
ALT NEWSLETTER EDITOR	X		1st	1st									
ALT PUBLC OUTREACH COORD	X		1st	1st									
ALT REGISTRAR	X		1st	1st									
ALT SPEAKER COORD	X		1st	1st	X	X							
ALT WEB PAGE COORD	X		1st	1st									
ARCHVIST	X				X								
ALATTEEN CONFERENCE (GBAT) COMMITTEE											X	X	
ALATTEEN CONFERENCE (GBAT) WELLNESS PERSON												X	
CHAIR	X	F/5	X	F/5					100				
CONV COMMITTEE MEMBERS					AS SPEC*	AS SPEC					X		
CONV COORD	X		X	F/5	X	X			75		X		
DELEGATE	X	F/5	X	F/5	X	X			100	X			
DISTRICT REPS	X		X	X	X	X							
FORUM/LITERATURE COORD	X		X	X	X	X			75				
GROUP RECORDS COORD	X		X	X	X	X			75				
HOSPITALITY CHAIR	X		X	F/5	X	X							
IMM PAST DELEGATE	X		X	X	X	X							
KC LIAISON	X		X	X	X	X							
LEADERSHIP SUPPORT CHAIR	X		X	X	X	X					X		
LEADERSHIP SUPPORT COMMITTEE*****	X		X	X	X	X					X		
LIT DEPOT COORD	X		X	F/5	X	X			75				
NEWSLETTER EDITOR	X		X	X	X	X							
PAST DELEGATES	X	X	X	X	X	X							
PROCEDURES DIGEST COMMITTEE CHAIR	X	X	X	X	X	X					X		
PROCEDURES DIGEST COMMITTEE*****	X		X	X	X	X					X		
PUBLIC OUTREACH COORDINATOR	X		X	X	X	X			150/500				
REGISTRAR	X		X	X	X	X							
SECRETARY	X	F/5	X	F/5	X	X			100				
SERENITY PATROL	X	S	X	S	X	F OR S						X	
SERENITY PATROL COORDINATOR	X	X	X	X	X	X			75				
SPEAKER COORDINATOR	X		X	X	X	X			75				
SPEAKERS	X		X	X	X	X							X
ST LOUIS LIAISON	X		X	X	X	X							
TREASURER	X	F/5	X	F/5	X	X			100				
WEB PAGE COORD	X		X	X	X	X			75				

\*\*CURRENT MILEAGE RATE IS .30  
 AS SPEC\* SIGNIFIES THAT COMMITTEE MEMBERS WHOSE NAMES HAVE BEEN SUBMITTED TO THE TREASURER BY THE CONVENTION CHAIR WILL BE REIMBURSED FOR EXPENSES  
 \*\*\*\*\* COMMITTEE WILL BE REIMBURSED FOR MILEAGE FOR FACE TO FACE MEETINGS  
 \*\*\*\*\* SERENITY PATROL IS REIMBURSED FOR MILEAGE AND HOTEL  
 1ST\* SIGNIFIES THAT THIS POSITION'S EXPENSES FOR LODGING ARE PAID FOR THE 1ST ASSEMBLY OF THE PANEL, PER THE PROCEDURES DIGEST  
 \*MILEAGE & REGISTRATION WHERE APPLICABLE

## S. 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. In order to draw on experience gained in service anyone who has served three years as District Representative, remained active at their Area level, and regularly attends Al-Anon meetings may stand for Delegate, Alternate Delegate, Chairperson, Secretary, or Treasurer. \*\*Item Q.3. is reworded to follow current practice. Item Q.3. replaces the following which in previous years inserted approved changes erroneously into a quote from the Service Manual.
  - a. 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
9. Coordinators will be allowed a maximum of ten minutes to give their reports at Area business meetings. (If Coordinators feel they need more time at a particular Assembly, more time can be allowed if they arrange it with the Chairperson prior to the Assembly.) 04/13

## T. 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

## U. Raffle

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

#### **V. 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.

#### **W. 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

#### **X. 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 Area Alateen Process Person (AAPP) will submit the form for registering/updating Alateen group information as changes occur in that form. 05/17
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

#### Y. 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

#### Z. 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 Missouri Area Web Site will include a password protected page. 05/18
4. The meetings (Where and When) list may include all Al-Anon and Alateen meetings that meet all of the following criteria:
  - a. Meetings adhere to Al-Anon's Twelve Traditions, Twelve Concepts of Service, General Warranties of the Charter, and the Digest of Al-Anon and Alateen Policies section of the Al-Anon/Alateen Service Manual. 11/13
  - b. Meetings are registered with the World Service Office (WSO). 5/11
  - c. Meetings are not combined meetings as defined by Guideline 3 ("Cooperation between Al-Anon and A.A."). 11/10
  - d. Meetings are not limited-access as defined in the Al-Anon/Alateen Service Manual. 11/10

5. Review of meetings not meeting above criteria: 11/13
  - a. Any Al-Anon member may report concerns about a group that he/she feels has regular practices that do not meet the above criteria.
  - b. The concerns are given to an Area officer (understanding that the original concern may be passed along from other trusted servants, Group Representatives, or District Representatives).
  - c. Area officers will evaluate the concern, taking into consideration whether or not the actions of concern are within group autonomy or may have an adverse effect on Al-Anon as a whole, and may assign two or more trusted servants to initiate continuing conversation with the group. The officers will also inform the Group and the District Representative of the action that is being initiated.
  - d. In this ongoing conversation with the group, a determination will be made regarding the validity of the concern. The concern will be resolved or found to be not valid.
  - e. The assigned trusted servants will report back to the Area officers, within nine months, if possible, with the recommendation to either keep the group's meeting on or remove the group's meeting from the Missouri Area Internet site. The Area officers will:
    - i. Determine that the Group's meeting be kept on the Area website
    - ii. Determine that the group's meeting be removed from the Area website and inform the group and Group Records Coordinator of the deletion
    - iii. Request the assigned trusted servants to continue dialogue with the Group
  - f. If a year passes after the original concern has been reported with no conclusive action by the group, the group's listing will be removed from the Area website. The officers would then instruct the website coordinator to make the deletion and pass the information on to the Group Records Coordinator.
  - g. The officers and the assigned trusted servants are charged with keeping documentation and maintaining confidentiality of records and storage.
  - h. At any time the group is welcome to initiate conversation with the Area officers to be put back on the Area website.
  - i. We remind all members that removing a group from the Area website because of practices that don't accord with Al-Anon's principles does just that. The group remains a registered group with the World Service Office receiving all its services and also remains a voting member of the Missouri Area Assembly with all other attendant privileges.

### III. 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. 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 Business Meeting (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. 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 and remained active at the area level).
2. Make sure Delegate knows when a District Representative resigns and inform Secretary of a new District Representative for mailing the minutes.
3. Serve as Liaison to the A.A. State Convention.
4. Obtain contact information on all Alternate District Representatives from the Area Group Records Coordinator, and 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 via the US Postal Service.
5. Arrange an orientation/training for District Representatives and Alternate District Representatives at the first Assembly of each Panel.
6. Arrange an individual orientation/training with any and all incoming mid-term District and Alternate District Representatives.
7. Arrange for Group Representative orientation/training at every assembly one hour prior to the beginning of the assembly except at election assemblies.
8. Coordinate and arrange the annual Missouri Area Al-Anon Day in Service.
9. Keep records of those attending orientation/training sessions.

### 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. The outgoing Chairperson will appoint a Financial Audit Committee at each Area Election Assembly to conduct an annual financial audit.
8. 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.
9. 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 AWSC meeting minutes at AWSC meetings and read summary of Assembly minutes at 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. 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.
9. Mail, if requested, handouts given at AWSC and Assembly to AWSC members when unable to attend meeting.
10. 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.
11. Submit brief (one page if possible) Missouri Area meeting minutes summary to the *Round Robin*.
12. 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 income 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.
  14. Prepare and mail with payment no later than August 20 of each year, the "Annual Registration Report for Nonprofit Corporations" to:
    - Secretary of State
    - P. O. Box 1366
    - Jefferson City, MO 65102
  15. 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:
    - State of Missouri
    - Division of Taxation and Collection
    - P. O. Box 3300
    - Jefferson City, MO 65105-3300

#### **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, and 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. Follow Coordinator Duties and Procedures as outlined in the Missouri Area Procedures Digest.
3. Coordinate two annual Alateen business meetings.
4. Serves on the Missouri Area Al-Anon /Alateen Convention Committee as a member.

5. Serves on the Missouri Area Alateen Conference Committee as a member with voice and no vote.
6. Offer assistance and guidance to any hosting group and or committee of any Area Alateen event or Area event with Alateen participation to help coordinate.
7. Guide and give help, if asked, to any outside Area groups/events if there is Missouri Alateen participation.
8. Be available for all Alateen groups and AMIAS who may have problems, questions, etc
9. Follow up on any Alateen inquiries.
10. Assist the AAPP in maintaining a file of all Alateen groups in Missouri Area.
11. Conduct and or Assist the AAPP with AMIAS training and workshops as needed.
12. Maintain, or delegate an AMIAS to maintain, an Alateen CMA Group e-mail communication database, sending hard copy to those groups who request it, should e-mail not be available.
13. Secure a block of rooms at overnight Area Events to ensure Serenity Patrol can be efficiently performed, informing Alateen Groups of room blocks and deadlines for reservations.
14. Coordinate Alateen room assignments at overnight Area Events, providing copies to the Serenity Patrol Coordinator, AAPP, Area Chair and others as needed.
15. Work closely with and support the AAPP and the Area Serenity Patrol Coordinator as needed.
16. Keep the Area Chair informed and or updated of all Alateen information/business.
17. 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)**

“Area Alateen Process Person (AAPP); serves as the Area’s designated Alateen contact with the WSO Group Records Department regarding Alateen forms. The AAPP collaborates with the Alateen Coordinator and the Group Records Coordinator, as determined by the Area process, concerning the distribution and submission of Alateen forms and WSO Group Records reports.” (This description is on page 72 of the 2014-2017 Al-Anon/Alateen Service Manual.) In the Missouri Area, we interpret that to mean the Area Alateen Process Person (AAPP) duties to include:

1. Maintain records of all Al-Anon Members Involved in Alateen Service (AMIAS) in the Missouri Area.
2. Perform the initial certification of each new AMIAS, entering the information into the WSO database.
3. Perform the annual re-certification with WSO of all AMIAS according to the timeline directed by WSO.
4. Keep all AMIAS records current, both in the Area and with the WSO.
5. Maintain, or delegate an AMIAS to maintain a separate AMIAS and Alateen group sponsor e-mail communication database.
6. Supply names and pertinent information regarding certified AMIAS to the Alternate Delegate. (per the Missouri Area Procedure Digest)
7. Provide names and contact information for AMIAS, indicating if they have checked the box on their Missouri Profile Candidate Form that they are willing to serve on Serenity Patrol, to the Serenity Patrol Coordinator.
8. Process all concerns and or complaints of AMIAS according to the “Review and or Removal of AMIAS” procedure of the Missouri Area.

9. Process applications for all new Alateen Groups, entering the information into the WSO database.
10. Verify that all Alateen Group information is current at least once a year entering any group information changes into the WSO database.
11. Inform the Area Web Page Coordinator of any Alateen Group updates, ensuring correct information is on the Missouri Area Web Page and copying the Area Group Records Coordinator of these changes.
12. Update the Missouri Area Candidate Profile form as needed, forwarding updated copy to the Missouri Area Web Site Coordinator for posting on the Missouri Area Web Site.
13. Be available to all AMIAS, Alateen groups and Alateen Group Sponsors who may have problems, questions, etc. where Minimum Safety and Behavioral Requirements are concerned.
14. Present AMIAS workshops throughout the Area as requested. (This may be in conjunction with the Alateen Coordinator.)
15. Chair the AMIAS meetings at the Area Alateen Business Meeting.
16. Serve on the Missouri Area Alateen Conference Committee.
17. Serve as liaison to Missouri A.A. functions that wish to have Alateen participation, to ensure compliance with Missouri and WSO requirements.
18. At each Area Event with Alateen participation, collect and retain (or designate another Alateen Coordinator or Alternate Alateen Coordinator to collect and retain) copies of Alateen Permission and Medical Release Forms for each Alateen in attendance. Copies will be retained by the AAPP for the required time frame.
19. Work closely with and support the Alateen Coordinator, Serenity Patrol Coordinator, and their alternates.

#### **K. Duties of the Alateen Serenity Patrol Coordinator**

1. Follow Coordinator Duties and Procedures as outlined in the Missouri Area Procedures Digest.
2. Maintains a list of all certified Al-Anon Members Involved in Alateen Service (AMIAS) willing to perform Serenity Patrol Duties at Missouri Area Events.
3. Maintains documentation of Serenity Patrol Processes.
4. Provides copies of Serenity Patrol guidelines and procedures for Al-Anon Members Involved in Alateen Service (AMIAS) to all Serenity Patrol volunteers.
5. Schedule Serenity Patrol volunteers for all overnight Missouri Area Alateen Events and Missouri Area Events involving Alateen participation.
6. Schedule Al-Anon Member Involved in Alateen Service (AMIAS) volunteers according to Missouri Area Procedure Digest guidelines.
7. Provides a list of Serenity Patrol volunteers for each Area Event to the Alateen Coordinator, AAPP, Area Treasurer, Area Chair and/or other Officer determined by the Area Chair as needed 72 hours prior to the scheduled event.
8. Report immediately any issues concerning Safety or Behaviour infractions to the current Area Officers
9. Work closely with and support the Alateen Coordinator and Area Alateen Process Person (AAPP).
10. Informs and provides Serenity Patrol volunteers of Serenity Patrol schedules, duties and expense reimbursement policies and procedures.

11. Serve on the Missouri ARea Alateen Conference Committee

#### **L. Duties of the Forum/Literature Coordinator**

1. Serve as a "link of service" between the members, groups, and districts in their area and the WSO.
2. Inform WSO about area literature and Forum activities.
3. Read and become familiar with each piece of Al-Anon and Alateen literature.
4. Encourage use of the Al-Anon/Alateen Service Manual (P-24/27) and the Missouri Area Procedures Digest.
5. Offer support and information to all literature distribution centers.
6. Work with Public Outreach Coordinator in displaying CAL and Forum 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.
7. Share information from the WSO by writing articles for the *Missouri Round Robin*, and participate in area events.
8. Encourage members to write sharings for ongoing and new CAL projects and *The Forum*.
9. Distribute WSO "sharing sheets"
10. Participate in WSO conference calls for Literature Coordinators and Forum Coordinators to keep current of news regarding CAL, workshops, and other WSO literature projects.
11. Follow the Al-Anon guidelines for *The Forum* Coordinators (G-32) and Area Literature Coordinators (G-6).
12. Encourage groups and members to subscribe to *The Forum* and the *Missouri Round Robin*.
13. Distribute the writing guidelines for *The Forum* at all Al-Anon events and encourage members to submit their sharings.
14. Receive advance notice of new or revised publications and other mailings from WSO; keep Area, AWSC, and groups informed.

#### **M. 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.

#### **N. 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.

#### **O. 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 submits all money to the Area Treasurer.
  - a. Keeps an attendance sheet with all pertinent information: names, number of attendees, what was paid for (admittance, donation to Hospitality, banquet purchases) and email addresses.
  - b. Sends confirmation and information to the registrants (directions, agendas, programs).
  - c. Creates or arranges for name tags and/or banquet tickets from the attendance sheet information.
  - d. Balances the attendance sheet information of payments with the actual cash and checks received. Reports this information to the Area Treasurer and forward the funds to her.

- e. Communicates the information to Convention Coordinator and committee members as needed.
- 3. Attends the Assembly and Conventions and supervises the registration table. Arrives early prepared to check-in registrants. Accepts payments, keeps record of at-the-door registrations, reconciles the funds with the record and reports to the Treasurer.
- 4. Attends the Assembly and Conventions and supervises the registration table. Arrives early prepared to check-in registrants. Accepts payments, keeps record of at-the-door registrations, reconciles the funds with the record and reports to the Treasurer.

#### **P. 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.)
  - 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.

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

1. Maintain a file of Area speakers and recordings to use for recommendation to local, District and Area events, and to fill requests from other Areas.
2. Maintain a recording 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 recording or talk by prospective Convention speakers.
5. Recommend speakers for Convention to Convention Committee and have recordings 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 recorded.
8. Correspond with Convention recorder 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.

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

1. Have knowledge of the Traditions and the Guidelines for Newsletter Editors (G-21).
2. Is responsible for selecting articles, editing, ensuring clarity, publishing, and printing a newsletter monthly during the three-year term.
3. Address newsletters, prepare for bulk mailing, and take to the Post Office.
4. Send newsletters to the mailing addresses of 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. Coordinate group mailing addresses with the Area Group Records Coordinator.
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.

**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, 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.
  8. Record Group Representatives' names for voting purposes.

#### **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.



#### **IV. Leadership Support and Concern of non-performance of Area Officers & Coordinators**

A commitment on the part of the Missouri Area to ongoing support and mentoring of our trusted servants at all levels is necessary for effective service and the orderly functioning and growth of our area as well as being in the best interest of Missouri Al-Anon Family Groups as a whole. The goal of this commitment is to develop, and then, through continuous encouragement and support, to maintain effective leaders who actively engage in fulfilling their responsibilities as trusted servants in thought and action. The procedure encourages ongoing support and mentoring at all levels in order to ensure effective service work and for orderly function and growth of the Area.

##### **A. Leadership support of our trusted Area Officers and Coordinators will include:**

1. All outgoing officers and coordinators will develop a checklist for the position including job description, time commitments, annual time lines, and helpful tips for the successful accomplishment of all known responsibilities.
2. Before elections occur (during Assemblies in May and November), current officers and coordinators are asked to make themselves physically accessible for anyone who is possibly interested in standing for those positions. The current office holder should act in goodwill and offer any and all information to potential candidates. Current and or previous office holders need to honor the anonymity of anyone asking questions about said positions.
3. A job-fair-type meeting could be scheduled on the Assembly or AWSC agendas with the current position holders purposefully sharing information about their time commitment to the position as well as any skills that may be needed to fulfill the position's duties.
4. After the elections, all incoming officers and coordinators will meet in person with the outgoing officer or coordinator to review the responsibilities of that position as outlined in the Missouri Area Procedures Digest. Any and all records, including WSO guidelines, will be passed on to the new trusted servant.
5. For a minimum of the first 6 months of the new panel, incoming officers and coordinators will develop a regular communication link for continued mentorship between the outgoing and incoming officer or coordinator or any past officer or coordinator who previous held that position.
6. All incoming officers, coordinators and alternates will be strongly encouraged to develop a relationship with a Service Sponsor or trusted mentor for the duration of their current area service position.
7. Officers and coordinators will be strongly encouraged to attend leadership training sessions to take place during alternating or rotating Assemblies specifically for the continued growth and development of our trusted servants.

##### **B. Concern of non-performance of Area Officers & Coordinators**

If, in the course of a panel, there is a concern of non-performance of a trusted servant based on the outlined responsibilities in the *Missouri Area Procedures Digest*, the concern must be addressed in a timely manner for the unity of all Al-Anon and Alateen members. It is necessary that the concern be responded to with compassion, respect, and the presumption of good will in keeping with our spiritual principles, Traditions, Concepts of Service, and Warranties.

In addressing the concern the following procedure will be followed:

1. At the beginning of each panel the Area Chairperson will appoint a 5-member Leadership Support Committee consisting of 3 past or current District Representatives and 2 past Officers or Coordinators to meet only on an as-needed basis. The names and contact information of this committee will be made known and available to the area members.
2. Any member's concerns of non-performance will be reported to the committee keeping strict confidentiality and anonymity, in person, via personal phone, by mail, or by personal e-mail communication. The committee will ensure acknowledgment of receipt of the report in a timely manner.
3. The committee will meet to discuss, research, and clarify the facts which include gathering information from the individual directly involved, if necessary, of the concern in light of our spiritual principles, the *Missouri Area Procedures Digest, Traditions* (particularly Tradition Twelve), *Concepts of Service*, minority reports and any pertinent WSO guidelines. This will be done in the spirit of Knowledge Based Decision Making to an informed group conscience.
4. The committee might ask for more information as needed.
5. The committee will make a recommendation to the Area Chairperson for either:
  - a. A dismissal of the concern,
  - b. Additional mentorship for the individual holding the position, or
  - c. A request of resignation with Warranty Four at the forefront, "that no Conference action ever be personally punitive or an incitement to public controversy."
6. If it is the Area Chairperson that is in question, the recommendation will be forwarded to the Delegate.
7. Should the Officer or Coordinator resign, the Area Chairperson has full authority to appoint a replacement for the duration of that panel as outlined in the *Missouri Area Procedures Digest*.
8. In all cases, the individual or committee expressing the concern will be notified that the Leadership Support Committee has resolved the concern in accordance with spiritual principles of the Al-Anon Family Groups and in the best interest of the Missouri Area as a whole.
9. Resources: Al-Anon Alateen Service Manual, Missouri Area Procedures Digest, Warranty Four, and Conflict Resolution materials - *Loving Interchange to Resolve Conflict (S-71)*, *Conflict Resolution Using Our Twelve Traditions (S-72)*, *Talk to Each Other; Resolving Conflicts within Al-Anon (S-73)*

Note: This Leadership Support procedure is the sole process by which the Missouri Area will address concerns of non-performance of Area Officers and Coordinators.

## **V. Alateen Area Event Procedures**

### **A. 2003 WSO Alateen Motion (see Missouri Area Web Site / Alateen)**

### **B. AMIAS requirements and process for Missouri Area 31**

(See Missouri Area Procedure Digest Section II B.)

### **C. Serenity Patrol for Missouri Area 31 Events**

(See Missouri Area Procedure Digest Section II E.)

### **D. Alateen Event Overview**

1. An Area Event is defined by Missouri Area as any Area approved activity such as but not limited to AWSC, Assembly, Alateen Business Meetings, Conventions, Workshops, Conferences, Camp Outs, etc. These would include one day and overnight events.
2. Missouri Area Event Alateen Age Range is 13 through 19.
3. All Alateens must be registered with an AMIAS, parent or authorized guardian, to whom they will be responsible, for the duration of the event.
4. Parent(s) or authorized guardian are responsible for their children 12 and under at all times.
5. Missouri Area Event Alateen Age Range is to be printed on all Area Event registration forms.
6. Only Missouri AMIAS may take Missouri Alateens as a group to Missouri Area Events.
7. All Missouri AMIAS are required to notify the Area Alateen Coordinator or AAPP (Area Alateen Process Person) prior to attending as a group any out-of-area Alateen Event.
8. Missouri Area Alateens and AMIAS who attend other Area's events must adhere to the Procedures and Behavior Standards of the Area hosting the event in addition to the Missouri Area Procedures and Behavior Standards.
9. Event Curfew
  - a. Curfew for each event will be determined and set by the Alateen Coordinator, AAPP and Serenity Patrol Coordinator considering event program, facility house rules and accompanying AMIAS.
  - b. Curfew will coincide with the start of Serenity Patrol.
  - c. Curfew will be set prior to each event allowing sufficient time to notify the Serenity Patrol Coordinator, Area Chair and accompanying AMIAS.
10. Any AMIAS listed as the accompanying AMIAS on the Area Event Permission Form or event registration form for any Al-Anon/Alateen Event for an Alateen shall be considered the registered AMIAS to these procedures.
11. For Missouri Area Event Procedures, Permission and Medical Forms, an authorized guardian is defined as an adult who has written permission from the parent(s) or legal guardian to make decisions for the Alateen.
12. Review - The Missouri Area Alateen Procedures, Behavior Standards and Forms have been reviewed by Missouri legal counsel on October 21, 2015. Any changes will be reviewed as needed according to the procedures in the Missouri Area Procedures Digest.

### **E. Missouri Area Permission and Medical Forms are required for Alateen attendance at all Missouri Area Events.**

1. Completed Missouri Event Permission Forms and Notarized Medical Forms must be signed by a parent or authorized guardian if the Alateen is under 18. Alateens 18 and older may sign for themselves. This means they agree to abide by the requirements for the meetings and events they attend. (Per WSO service manual and G-34 "Alateen members who are legally adults must adhere to the same requirements as Alateen members who are minors

- when they are participating as Alateens.”)
2. All flyers and registration forms for all Missouri Area meetings, Assemblies, Conventions, etc. are to include the statement “AMIAS (not parent or authorized guardian) accompanying Alateens must turn in completed copies of the Missouri Area Event Permission Form and notarized Medical Forms for each of their Alateens at the registration table when registering. Originals will remain with the accompanying AMIAS.”
  3. All AMIAS accompanying Alateens to any Missouri Area Event will be required to turn in completed copies of the Missouri Area Event Permission and notarized Medical Forms for each of their Alateens at the time of registration or arrival at event.
  4. Completed permission and notarized medical forms will be collected by the Area Alateen Coordinator, AAPP or Area Serenity Patrol Coordinator. Area copies will be retained by the AAPP (Area Alateen Process Person) position for a period of five (5) years.
  5. A medical supply kit, including a current American Red Cross First Aid Handbook, will be available at all Area Events and will be made available by the Serenity Patrol Coordinator or AMIAS designated by the Serenity Patrol Coordinator.
  6. At any event where there is no assigned Wellness person, the registered AMIAS will be responsible for keeping and administering medications for all the Alateens under their responsibility.

#### **F. Mandatory Reporting**

1. In Missouri, anyone by virtue of certain professions, who are responsible for the care of minors, are by law a mandatory reporter. AMIAS or other adults at area events who are required by law to report cases of suspected child abuse should let the Alateens know, before sharing begins, that they are required to disclose such incidents that are discussed at the meeting or event. Reporting would be done as an individual and not as an AMIAS or Al-Anon member. (See WSO G-34)
2. A Missouri Area AMIAS is NOT a Mandatory Reporter unless otherwise required by law.
3. It is the responsibility of the registered AMIAS before leaving to an area event to inform their Alateens that there are or may be mandatory reporters at the event or in the vehicle. If they (the Alateens) decide to discuss physical or sexual abuse that has happened to them in the past or is happening to them now, they need to understand that by the laws in the State of Missouri those adults may be required to report the abuse to the appropriate authorities.

#### **G. Area Alateen Event Fund Raising**

1. All Missouri Area Alateen fundraising must be appropriate per the Al-Anon Alateen Service Manual.
2. Area Officers must be notified of any Alateen fundraising held at Missouri Area Events.
3. All proceeds from Missouri Area Alateen Fund Raisers will be sent to the Missouri Area Treasurer, deposited in the Area’s General Fund and marked as Alateen income for a specific Missouri Area Alateen event.
4. All expenses from Missouri Area Alateen Fund Raisers will be reported and paid or reimbursed by the Missouri Area treasurer according to the Missouri Area Procedures Digest.

#### **H. Communication With Alateens**

1. AMIAS/Adults will exercise sound judgment when communicating with Alateens and will not place themselves in any position which could have the appearance of impropriety.

2. When privately conversing with an Alateen, both AMIAS/Adult and the Alateen will always be within view of another adult.
3. When possible, permission should be obtained from a parent or authorized guardian to communicate with a minor Alateen via phone or other electronic communication.
4. To protect our Alateens, only Al Anon Members involved in Alateen Service (AMIAS), certified through the Missouri Area process, can be listed as an Alateen contact (phone or email) in any publication and/or contact list. Alateen personal contact information is not to be listed.

#### **I. Transporting of Alateens to and from Area Events**

1. Accompanying Adults (if not a parent or authorized guardian) must be an AMIAS.
2. All completed permission and notarized medical forms must be turned into the accompanying AMIAS for approval **PRIOR** to departure date and time.
3. Original completed permission and notarized medical forms **MUST** be with the accompanying AMIAS at all times.
4. There will be NO one-on-one transportation of Alateens at any time to or from Area Events.
5. A minimum of two (2) AMIAS per vehicle is encouraged when transporting Alateens, and if possible two (2) Alateens.
6. Alateens must travel to and from an Area event with the same AMIAS, unless prior arrangements are made by the parent(s)/authorized guardian before departure to the event. In case of an emergency, notification will be given to the parent(s)/authorized guardian and at least one of the following: Alateen Coordinator, AAPP, Serenity Patrol Coordinator, or an area officer.
7. The Missouri Area is not legally responsible for Alateens that transport themselves to and from an Area Event.

#### **J. Rooming Assignments**

1. Rooming assignments **MUST** be that AMIAS and Alateens do NOT share a room at any time.
2. Two (2) AMIAS must be present if an adult needs to enter any Alateen's room for any purpose, if Alateens are present. Room door will remain open.
3. There must be two (2) AMIAS present (unless it is an emergency) if it is necessary for any AMIAS to enter an Alateen's room and door must remain open.
4. Alateens are only allowed to be in their own assigned rooms/cabins at any time. ONLY exception would be for AMIAS check-in. AMIAS check-in may be conducted in an AMIAS room/cabin if no other area is suitable. There **MUST** be two (2) AMIAS present and room/cabin door **MUST** be open.
5. Alateens 18 years and older do NOT share a room with Alateens under 18.
6. Alateens of different gender do NOT share a room.
7. No changing of rooms or cabins without permission of accompanying AMIAS & Alateen Coordinator or Missouri Area Alateen Conference AMIAS Chair.
8. Accompanying AMIAS will room on the same floor as their Alateens whenever possible.
9. Rooming assignments are arranged by the Area Alateen Coordinator and or Missouri Area Alateen Conference AMIAS chair with cooperation of accompanying AMIAS.

10. The following is to be considered in arranging Alateen rooms: All Alateen rooms are to be on the same floor and within close proximity to each other, no adjoining rooms, no balconies, opening windows or ground floor rooms, etc.

**K. Handling of Alateen WSO Policy, Missouri Area Procedure & Behavior Standard Infractions**

1. Anyone can and should report an infraction to an AMIAS, the Alateen Coordinator, AAPP, Serenity Patrol Coordinator or an Area Officer.
2. Infractions such as: inappropriate dress, language, lying of head on table, or minor horseplay should be immediately addressed by the accompanying AMIAS responsible for the Alateen per the permission form or by any AMIAS present.
3. More serious infractions will be reported to the Alateen Coordinator, AAPP or Serenity Patrol Coordinator, who will then consult the other two listed. If an investigation is necessary, they along with the AMIAS responsible for the Alateen per the permission form will investigate, determine and implement any consequences.
4. If an investigation is necessary, the following will take place:
  - a. The Area Chair will be notified.
  - b. The Alateen shall be:
    - i. Informed of the infraction he/she is accused of committing
    - ii. Given what information supports the accusation
    - iii. Given the opportunity to tell his/her side of the story
5. After the investigation, if the Alateen is found to have committed the infraction, a consequence will be assigned based on the following:
6. A verbal warning and review of Area Event Procedures & Behavior Policies.
7. The Alateen makes an apology and/or restitution according to infraction.
8. All of the above and the Alateen write a letter outlining the infraction which is given to offended parties.
9. All of the above and the Alateen remains next to their registered AMIAS the remainder of the day.
10. Parent(s)/authorized guardian are notified of infraction.
11. The Alateen is sent home: Parent(s)/authorized guardian are notified that the Alateen is being sent home. The Alateen is removed from other Alateens remaining with two (2) AMIAS until parent(s)/authorized guardian arrives or the Alateen is sent home at parent(s)/authorized guardian's expense. The Alateen is banned from the next Area Event.
12. The Alateen is removed from the other Alateens and remains with two (2) AMIAS. Legal authorities are notified and parent(s)/authorized guardian are informed of notification. The Alateen will be relinquished to the custody of authorities or sent home at parent(s)/authorized guardian's expense. The Alateen may be banned from participation as an Alateen at future Area Events.
13. All investigations and findings shall be documented.
14. Documentation will be kept on file by the AAPP position until the Alateen is no longer eligible to participate in Alateen, at which time it will be destroyed.
15. After the investigation is closed, any request of information will go through the Area Chair.

**L. Serenity Patrol**

Serenity Patrol is performed by Missouri AMIAS who are willing and able to serve for a designated shift of time at overnight Area Events to ensure the safety of the Alateens during the night time hours.

1. At the start of the shift, check in with the Serenity Patrol Coordinator or Serenity Patrol AMIAS on duty.
2. At check in for the shift receive from the Serenity Patrol Coordinator or Serenity Patrol AMIAS on duty and review the Serenity Patrol folder which contains the following:
  - a. Complete list of Rooming Assignments of registered Alateens and AMIAS
  - b. Contact information for each Alateen's registered AMIAS
  - c. Contact information for Serenity Patrol Coordinator and any other necessary persons
  - d. Serenity Patrol Procedures
  - e. Area Event Behavior Standards
  - f. Missouri Area Procedures Digest
  - g. Any other necessary information for the event etc.
3. Receive medical kit if required for the event and keep during the shift.
4. Remain stationed outside the Alateens' rooms and awake from the beginning of the shift until the end of the shift. (Two (2) AMIAS are required to be outside the sleeping rooms of the Alateens at all times.)
5. A bed check of all rooms and Alateens will be done at curfew by the Serenity Patrol Coordinator and at least one other AMIAS. There must be two (2) AMIAS present (unless it is an emergency) if it is necessary for any AMIAS to enter an Alateen's room and door must remain open.
6. A morning wakeup knock on the door will be done by the last shift of Serenity Patrol at the agreed time set the night before.
7. Ensure that all Alateens remain in their rooms until AMIAS check-in in the morning unless there is an emergency (i.e. someone sick or there is fire).
8. In Case of emergency:
  - a. If the emergency is life threatening, **call 9-1-1** immediately and take appropriate action. Then contact the Serenity Patrol Coordinator, Alateen Coordinator, AAPP, or an Area Officer.
  - b. If the emergency is not life threatening, then please contact the Serenity Patrol Coordinator. The Serenity Patrol Coordinator will contact the Alateen's registered AMIAS.
9. Any situations beyond the Serenity Patrol AMIAS's control or that they are unsure of, they will immediately contact the Serenity Patrol Coordinator and if needed the Alateen's registered AMIAS, Alateen Coordinator, AAPP, an Area Officer and or facility personnel.
10. Event or Serenity Patrol Badges are to be worn at all time during the shift.
11. At the end of the shift pass the Serenity Patrol folder and medical kit to the next AMIAS performing Serenity Patrol. If it is the last shift of the night give the Serenity Patrol folder and medical kit to the Serenity Patrol Coordinator or AMIAS designated by the Serenity Patrol Coordinator.
12. Serenity Patrol is here to make this a safe place and event, not to take over the AMIAS responsibilities. The ultimate responsibility for the Alateens rests solely with the AMIAS that brought them. Serenity Patrol is in no way to be meant as a police force. Any consequences for infractions will be handed out according to the Missouri Area Procedures.

13. Reimbursement for mileage and room expense is available for any AMIAS performing Serenity Patrol according to the Missouri Area Procedures. Serenity Patrol may attend any open activities of the event.

## VI. Area Event Behavior Standards

These Behavior Standards are based on experience, concern and common sense. It is important to the success of Area events, that all AMIAS and Alateens in attendance read these and abide by them. All Alateens and AMIAS breaking these will be subject to disciplinary action. These in addition to any other policies or procedures for the specific event are to be followed at any event with Missouri Alateen and AMIAS participation. All hotel and or facility rules and regulations must also be followed at all times.

1. All Alateen members and AMIAS are responsible for themselves and their behavior, remembering that what they do reflects on their group, the event, and the name of Alateen.
2. All participants must remain within the designated areas as defined by the event.
3. While at Area events Alateens will remain with their group, parent or authorized guardian.
4. All Alateens will be responsible for AMIAS check-ins. At curfew, all Alateens must remain in their assigned rooms until the next AMIAS check-in, unless accompanied by Serenity Patrol.
5. Alateens retiring to their assigned rooms prior to curfew must remain in their assigned rooms until the next AMIAS check-in. Two (2) AMIAS (Not Serenity Patrol) must remain outside the Alateens' rooms until Serenity Patrol comes on duty.
6. All participants must strictly adhere to facility curfews and or house rules for noise.
7. Curfew must be adhered to by all Alateens. After curfew, reasonable quietness must be maintained. Example: If you can be heard outside your room/cabin, you are too loud
8. Alateens are only allowed to be in their own assigned rooms/cabins at any time. ONLY exception would be for AMIAS check-in. AMIAS check-in may be conducted in an AMIAS room/cabin if no other area is suitable. There **MUST** be two (2) AMIAS present and room/cabin door **MUST** be open.
9. All AMIAS and Serenity Patrol **MUST** room with same sex unless married.
10. All participants (Alateens and AMIAS) will wear clothing appropriate for the event at all times. Clothing should not be revealing or have inappropriate political, sexual, etc. pictures or wording. Shoes and shirts must be worn anytime you leave your room or cabin. Reminder: Swimsuits are for swimming ONLY and not appropriate for meals, meetings, etc. Alateen and AMIAS appearance at any area event reflects not only on Al-Anon and Alateen as a whole but on the Missouri Area and each of us individually.
11. YOUR OWN name buttons/badges must be worn at all times. Buttons/badges must be worn above the waist and visible.
12. All meals, meetings, etc. are mandatory unless otherwise stated on the program.
13. All Alateens participating in any Area event may not leave the meeting area/group without the knowledge and permission of their accompanying AMIAS. The Alateen must be accompanied by at least one (1) AMIAS however two (2) is recommended. Notification of Area Alateen Coordinator, AAPP or Serenity Patrol Coordinator must be done if an Alateen and or AMIAS are permanently leaving the event.
14. Possession of alcohol, drugs, drug paraphernalia, and weapons (firearms, knives, explosives, etc.) are strictly forbidden, as is any act deemed illegal by the state of Missouri or county in



- which the event is held. Any violation of the above will mean immediate dismissal of the violator from the event at their expense.
15. Smoking is permitted in designated areas only. Alateens below the legal age to purchase tobacco products or alternative tobacco products (vapor cigarettes as an example) will not be allowed to use tobacco products at Area Events.
  16. At the start of the event, all medications (prescription and over-the-counter) and any New Medical Release Forms must be turned over to the Wellness Person or registered AMIAS.
    - a. Medications must be in original containers with label firmly in place.
    - b. At the end of the event, it is the responsibility of the registered AMIAS to pick up any remaining medication.
    - c. Any individual situations must be approved by the Wellness Person or registered AMIAS.
  17. Any accidents, injuries or illnesses must be reported to the registered AMIAS, the Wellness Person and parent(s)/authorized guardian. **NO PARTICIPANT WILL DISPENSE MEDICATIONS (OVER-THE-COUNTER OR PRESCRIPTION).**
  18. Anyone who removes or damages the property of the facility will be held personally responsible for such loss.
  19. Alateens must comply with any AMIAS request. If the Alateen does not feel the request is fair or appropriate, he/she should then go to his/her group or registered AMIAS. However, the registered AMIAS cannot exempt their Alateens from following these Behavior Standards.
  20. Registered AMIAS are responsible for the Alateens they bring to the event. AMIAS have the right to choose not to bring any Alateen they feel will not abide by the procedures, Behavior Standards etc., always remembering to place principles above personalities.
  21. Use of Personal Electronic Devices is allowed only during Area business meetings for the sole purpose of note taking/reporting. Personal Electronic devices are not allowed during other event meetings or other event activities. (Personal Electronic Device is defined as but not limited to cell phones, tablets, cameras, etc.)
  22. Heads may NOT be on the tables at any time. (Wellness person may make exception)
  23. No Sleeping in meetings.
  24. No Disruptive, Destructive, or Distracting behavior in meetings. (Three D's)
  25. No disrespecting anyone (another teen or adult) at any time.
  26. No inappropriate display of affection, no coupling up, no hand holding, etc.

## **VII. Alateen Events:**

### **A. Missouri Area Alateen Business Meeting (Super Sunday)**

1. Meeting Place:
  - a. The location for the Alateen Business Meeting will be announced in the Round Robin.
  - b. The information will be sent to all registered Alateen groups.
2. Meeting Contents:
  - a. Alateen group and Area concerns and events
  - b. Alateens and AMIAS are allowed time for separate meetings
  - c. A combined meeting of Alateens and AMIAS will be held to hear group, coordinator, event committees and separate Alateen/AMIAS meeting reports
3. Meeting Dates:
  - a. The first Alateen Business Meeting will be held on Sunday following the Spring AWSC meeting.
  - b. The second Alateen Business Meeting will be held the Sunday following the Fall AWSC meeting.
4. Meeting Times:
 

Both meetings will be held from 9:30 a.m. to 4:00 p.m. with at least two breaks and an hour for lunch.
5. Payment for Meeting Room:
 

The Area will pay the meeting room fee for Area Alateen Business Meetings.
6. The Area Alateen Coordinator or Alternate in the Alateen Coordinator's absence will:
  - a. Open, chair, and close the Alateen Business Meetings
  - b. Conduct the separate Alateen meeting
  - c. Plan the agenda
  - d. E-mail flyers and or agenda to all Missouri Area Alateen groups prior to meeting date
  - e. Send invitations to any guest (Area officer, Coordinator, speaker etc.)
  - f. Conduct registration of attendees noting number of Alateens, AMIAS and groups
  - g. Appoint a secretary (such as Alternate Alateen Coordinator) to take minutes  
Review typed minutes and forward to the Missouri Round Robin for publication
7. AAPP and or Serenity Patrol Coordinator or Alternates will:
  - a. Collect copies of permission and notarized medical release forms
  - b. Chair separate AMIAS meetings
  - c. Provide report of AMIAS meeting

### **B. Missouri Area Alateen Conference (CBAT-Come Be a Teen)**

1. Registration will be open to all Missouri Alateens within the Area age range and AMIAS.
2. Alateen groups outside of Missouri may register, following the Procedures and Behavior Standards for Missouri Area Alateen Events in addition to the Procedures and Behavior Standards of their own Area.
3. AMIAS outside of Missouri will be required to be certified through the Missouri AAPP in addition to certification of their own Area prior to attending.
4. Guest (Area Officers, outside speakers, etc.) invitations will be determined by the committee. Guest expenses will be provided according to the Missouri Area Procedure Digest as the budget allows.
5. No Walk Ins will be printed on the information page of the event packet.
6. All Alateens must travel with their Alateen group and registered AMIAS.
7. Event registration packets will be emailed or mailed 60-90 days prior to the event date and will include copies of the event information including cost, permission and medical forms, facility house rules, event procedures and Behavior Standards etc.
8. Fees for each participant will be kept at a minimum and must be paid in full by due date.

9. AMIAS meeting will be held by the event AMIAS co-chair at the beginning of the event.
10. ALATEEN meeting will be held by the event AMIAS chair at the beginning of the event.
11. Refunds will NOT be given.
12. Committee member Expenses will be reimbursed according to the Missouri Area Procedure Digest.
13. Wellness Person - an AMIAS who is certified in CPR and First Aid or who is a Nurse [LPN/RN])
  - a. A wellness person will be on site for the duration of all functions.
  - b. Serenity Patrol Coordinator will provide a medical supply kit, including a current American Red Cross First Aid Handbook to the wellness person for use during a Missouri Area Alateen Conference.
  - c. The wellness person will be provided expenses according to the Missouri Area Procedures Digest.
  - d. He/she may attend any open activities of the event.
14. Committee Structure
  - a. The Missouri Area Alateen Conference committee consists of eight (8) members from the Missouri Area: the Area Alateen Coordinator, AAPP and the Area Alateen Serenity Patrol Coordinator (all with voice but no vote) and five (5) elected members: the Alateen Chair, Alateen Co-Chair, Alateen Voice, AMIAS Chair and AMIAS Co-Chair (all with voice and vote).
  - b. Committee elections are to be held at the Missouri Area Alateen Conference prior to the close of the weekend.
  - c. Elections will be facilitated by the outgoing Alateen Chair with assistance from one or more of the current Alateen Conference committee AMIAS.
  - d. Committee members are nominated and elected by the attending Alateens. Each Alateen present will have one vote.
  - e. Nominees must be present to stand for a committee position.
  - f. If a committee member is unable to continue in that position, a replacement will be elected at the next Area event with Alateen participation or may be appointed by the Alateen Committee Chair with approval from the other voting committee members.
  - g. A committee member will be replaced if two (2) committee meetings are missed without confirmed notification to the AMIAS Chair or AMIAS Co-chair.
15. Committee Qualifications
  - a. Alateen Chair
    - 1.) Attends Alateen meetings on a regular basis (at least two (2) times a month)
    - 2.) Has attended at least two (2) Missouri Area Alateen Conferences
    - 3.) Has the means by which to attend committee meetings and the Missouri Area Alateen Conference the committee is planning.
  - b. Alateen Co-Chair
    - 1.) Attends Alateen meetings on a regular basis (at least two (2) times a month)
    - 2.) Has attended at least one (1) Missouri Area Alateen Conference
    - 3.) Has the means by which to attend committee meetings and the Missouri Area Alateen Conference the committee is planning.
  - c. Voice (Master of Ceremonies)
    - 1.) Attends Alateen meetings on a regular basis (at least two (2) times a month)
    - 2.) Has attended at least one (1) Missouri Area Alateen Conference
    - 3.) Has the means by which to attend committee meetings and the Missouri Area Alateen Conference the committee is planning.

- 4.) Willing and able to speak effectively in front of a group
- d. AMIAS Chair
  - 1.) Attends Al-Anon meetings as specified in the Missouri Area AMIAS certification requirements
  - 2.) Has attended at least two (2) Missouri Area Alateen Conferences
  - 3.) Able to arrange and attend committee meetings and the Missouri Area Alateen Conference the committee is planning.
- e. AMIAS Co-Chair
  - 1.) Attends Al-Anon meetings as specified in the Missouri Area AMIAS certification requirements
  - 2.) Has attended at least one (1) Missouri Area Alateen Conference
  - 3.) Able to attend committee meetings and the Missouri Area Alateen Conference the committee is planning.
  - 4.) Able to fill in for AMIAS Chair as needed
- 16. Committee Responsibilities
  - a. Alateen Chair
    - 1.) Chairs the current Missouri Area Alateen Conference committee planning meetings
    - 2.) Chairs the current Missouri Area Alateen Conference or arrange others to help
    - 3.) Arrange with the help of the AMIAS chair the following: location of event, date and times, event program, speakers, closed and or open workshops, meals, etc.
    - 4.) Encourages and engages other Alateen Groups and Alateens to help conduct the Missouri Area Alateen Conference activities
    - 5.) Conducts the upcoming year's committee elections with the assistance of one or more of the current Alateen Conference committee AMIAS
  - b. Alateen Co-Chair
    - 1.) Attends all current Missouri Area Alateen Conference committee planning meetings
    - 2.) Fills in for the AMIAS Chair as needed
    - 3.) Assists the Alateen Chair, AMIAS Chair and other committee members as needed
  - c. Alateen Voice
    - 1.) Attends all current Missouri Area Alateen Conference committee planning meetings
    - 2.) Acts as a MC (Masters of Ceremony) making all announcements (such as but not limited to workshop times, locations, changes in program or schedules, lost and found items etc.)
    - 3.) Works with other committee members as needed
  - d. AMIAS Chair
    - 1.) Assists and guides the Alateen Chair and Alateen committee members as needed
    - 2.) Sets dates, times, and place of the Alateen Conference committee meetings
    - 3.) Ensures location contract is completed by Fall Alateen Business Meeting (Super Sunday)
    - 4.) Ensures facility deposit (if needed) is paid in a timely manner
    - 5.) Ensures liability insurance (if needed) is purchased in timely manner
    - 6.) Presents a Budget for the upcoming Missouri Area Alateen Conference at the Fall Alateen Business Meeting (Super Sunday)
    - 7.) Sets event registration fee considering all Alateen Fund raising amounts
    - 8.) Prepares Missouri Area Alateen Conference information packets to be mailed or emailed to all Alateen Groups
    - 9.) Ensures registration packets are sent at least 60-90 days prior to registration deadline

- 10.) Submits event information/flyer to the Missouri Round Robin and Web coordinator, etc.
  - 11.) Ensures all received registrations are **completed properly**
  - 12.) Assigns rooms with assistance of the Alateen Coordinator in cooperation of the accompanying AMIAS
  - 13.) Collects and forwards all registration money to the Area Treasurer in a timely manner
  - 14.) Works with the Area Treasurer in arranging payment of all expenses
  - 15.) Prepares a written financial report to be given to the Area Alateen Coordinator prior to the Spring Assembly
  - 16.) Presents a written final event report at the Fall Alateen Business Meeting (Super Sunday) following the Missouri Area Alateen Conference
  - 17.) Chairs the Alateen meeting on Friday evening at the beginning of the Missouri Area Alateen Conference
- e. AMIAS Co-chair
- 1.) Fills in and assists the AMIAS chair as needed
  - 2.) Takes notes at all committee meetings and forwards to all committee members (Alateen and AMIAS) in a timely manner (Not to exceed two (2) weeks)
  - 3.) Chairs AMIAS meeting held on Friday evening at the beginning of the Missouri Area Alateen Conference
  - 4.) Assists Alateen Chair and other committee members as needed

## **VIII. Appendix**

The items listed below are to be available on the Missouri Area Al-Anon/Alateen Web Site:

### **A. Missouri Area Event Permission and Medical Forms**

Updates approved by the Area Alateen Coordinator, AAPP, Serenity Patrol Coordinator and Missouri legal counsel if needed

### **B. Missouri Area Alateen Conference Registration Packet**

1. Packet to include:
  - a. Conference Flyer
  - b. Information Page
  - c. Missouri Area Event Behavior Standards
  - d. Registration Form
  - e. Missouri Area Event Permission and Medical Forms
  - f. What to Bring check list
2. Updates approved by the Missouri Area Alateen Conference Committee as needed

## IX. ACRONYMS (aka AL-ANON'S ALPHABET SOUP)

<b>AAPP</b>	<b>Area Alateen Process Person</b>
<b>AIS</b>	<b>Al-Anon Information Service (sometimes called "Intergroup")</b>
<b>AI SL</b>	<b>Al-Anon Information Service Liaison</b>
<b>AFA</b>	<b>Al-Anon Faces Alcoholism</b>
<b>AFG</b>	<b>Al-Anon Family Groups</b>
<b>AGRC</b>	<b>Area Group Records Coordinator</b>
<b>AMAC</b>	<b>Annual Midwest Alateen Conference</b>
<b>AMIAS</b>	<b>Al-Anon Member Involved In Alateen Service</b>
<b>AT</b>	<b>Alateen</b>
<b>AWSC</b>	<b>Area World Service Committee</b>
<b>BOT</b>	<b>Board of Trustees</b>
<b>CAL</b>	<b>Conference Approved Literature</b>
<b>CBAT</b>	<b>Come Be A Teen (Missouri Alateen's annual camp)</b>
<b>CCT</b>	<b>Conference Committee on Trustees</b>
<b>CMA</b>	<b>Current Mailing Address</b>
<b>CPC</b>	<b>Cooperating with the Professional Community</b>
<b>DIS</b>	<b>Day In Service (a Missouri Area event)</b>
<b>DR</b>	<b>District Representative</b>
<b>GR</b>	<b>Group Representative</b>
<b>GSO</b>	<b>General Service Office</b>
<b>IAGSM</b>	<b>International Al-Anon General Services Meeting</b>
<b>ICC</b>	<b>International Coordination Committee</b>
<b>IR</b>	<b>Intergroup Representative</b>
<b>ISR</b>	<b>Information Service Representative</b>
<b>KBDM for an IGC</b>	<b>Knowledge Based Decision Making for an Informed Group Conscience (often referred to as simply KBDM)</b>
<b>LDC</b>	<b>Literature Distribution Center</b>
<b>PD</b>	<b>Procedures Digest</b>
<b>PI</b>	<b>Public Information</b>
<b>PO</b>	<b>Public Outreach</b>
<b>PSA</b>	<b>Public Service Announcement</b>
<b>RR</b>	<b>Round Robin (or Missouri Round Robin)</b>
<b>RSS</b>	<b>Regional Service Seminar</b>
<b>SM</b>	<b>Service Manual</b>
<b>TEAM</b>	<b>Together Empowering Al-Anon Members</b>
<b>WSO</b>	<b>World Service Office</b>
<b>WSC</b>	<b>World Service Conference</b>

## **X. TRIAL or TIME LIMITED MOTIONS**

**2018-05 Assembly:** For a trial period until November 2018 Assembly we will post the Missouri Area Round Robin on the website behind the password protected page.

**Expires November 2018**

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**2018-05 Assembly:** To accept the Bid from Inn at Grand Glaize for Assemblies and Convention for 2019, 2020 and 2021

**Expires November 2021**

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