

# **Al-Anon Family Groups District 19**

## **Guidelines**

*Serving Fresno, Madera,  
Kings, and Tulare counties*

**(Adopted in April or May 2021)**

***“The idea behind Concept One, both in world service and in our personal lives, can be condensed as this: If something is important to us, we need to do our part-whatever we realistically can do-to make it happen.” How Al-Anon Works for Families and Friends of Alcoholics, p. 129***

In the spirit of unity and harmony, the purpose for the update of our Bylaws and Guidelines is to continue an ongoing effort to provide relevant information to our membership. District 19 began a Thought Force which evolved into a Task Force to edit and update these documents with the mindfulness of the Al-Anon/Alateen twelve Traditions, twelve Concepts of service, and current information from WSO and NCWSA.

As further support of these principles, the leadership of District 19 has established Bylaws and Guidelines reflective of our service area to further assist its local membership in solving specific situations. In seeking answers and guidance, the WSO Service Manual offers first glance resources for members and groups that are based on the experience, strength, and hope of our worldwide membership. In response to change and growth, revisions to these documents may be initiated by its members as we continue to carry our message to others and practice these principles in all our affairs. It is the “go to” toolbox when seeking answers and guidance. Updated versions are maintained on the WSO website.

This document is intended for the access, distribution, and use within the Al-Anon/Alateen membership.

***“When anyone, anywhere, reaches out for help, let the hand of Al-Anon and Alateen always be there, and--Let It Begin with Me” Al-Anon/Alateen Declaration***

# Guidelines

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**District Representative:**

*Any incoming, outgoing, or active past Al-Anon or Alateen Group Representative (GR) who is willing to represent the district at Area World Service Committee meetings (AWSC) and Area Assembly, and who is not also a member of A.A., is eligible to serve as DR. It is recommended that the DR be knowledgeable of Al-Anon and Alateen suggested guidelines, Traditions and the Concepts of Service, and how to apply them in the links of service. See the "World Service Handbook" section of the Al-Anon/Alateen Service Manual. The GRs in the district elect the DR. The DR assists the Delegate in passing on information about World Service Office (WSO) activities and World Service Conference (WSC) decisions to the GRs in the district.*

1. Coordinates District meetings (may include business, workshops, enrichment, etc.) at regular intervals
2. Responsible for the dissemination of conference information and reports from the NCWSA Delegate
3. Communicates with the GR's of District 19 to learn the views of the groups and their concerns, which, in turn, may be reported to WSO or Delegate
4. Visits all groups in District 19, particularly new groups, to develop and maintain relationships and provide support
5. In an emergency can call a meeting of all elected officers: Alternate District Representative, Treasurer, Alternate Treasurer, Secretary, and Alternate Secretary without prior notice
6. Encourage participation beyond the group level
7. Communicate with Officers, Coordinators, and Members as needed
8. Refer to District Meetings (G-15), District Representatives (G-37) and Suggested Programs for Meetings (G-13) listed at [www.al-anon.org](http://www.al-anon.org). (See last page for how to access guidelines)
9. Attends all district meetings

**Treasurer:**

1. Responsible for all financial records and processes

2. Meets with incoming treasurer prior to new term to facilitate transition
3. Reports financial updates at district business meetings and makes reports available as requested
4. Meets annually with the Budget Committee to develop the budget for the upcoming year. To take place no later than August 31<sup>st</sup>
5. Submits financial records for review with the Budget Committee biannually.
6. File required government forms and payments
7. Encourage participation beyond the group level
8. Communicate with Officers, Coordinators, and Members as needed
9. Refer to Reserve Guideline (G-41) listed at [www.al-anon.org](http://www.al-anon.org) Treasurer (B4) and Financial Assistant (B4.1) at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
10. Attends all district meetings

**Secretary:**

1. Attends all district business meetings to take minutes
2. Distributes minutes from previous district business meeting within two weeks for GR's approval
3. Maintain record of approved minutes
4. Calls roll of voting members before and after the break to ensure accurate voting
5. Maintain a record of motions/actions passed or failed
6. Encourage participation beyond the group level
7. Communicate with Officers, Coordinators, and Members as needed
8. Refer to Secretary B5 at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
9. Attends all district meetings

**Alateen Coordinator:**

*An Alateen Coordinator is someone who uses the Al-Anon principles to work closely with the District Alateen Process Person (DAPP) and assist ALATEEN Sponsors, Coordinators and ALATEENS with growing Alateen and addressing problems or concerns arising in groups. The Alateen Coordinator uses CAL literature, Bylaws, WSO Service*

*manual, WSO Guidelines, and NCWSC Alateen Safety Guideline B-17 when working with others.*

*It is suggested that the Alateen Coordinator have a strong Al-Anon program with regular group meeting attendance, reading of CAL literature and be or have been involved as an ALATEEN group Sponsor or Coordinator in their local district. Additionally, patience, tolerance, acceptance and most importantly a lot of love for ALATEENS, Sponsors and Coordinators makes this an enjoyable position.*

1. Coordinates with NCWSA Alateen Coordinator for at least one AMIAS training/recertification workshop annually in accordance with NCWSA B-17
2. Coordinates Workshops in D19 that comply with all WSO Guidelines, NCWSA Guidelines, and D19 safety requirements
3. Encourages Al-Anon members to get involved in Alateen, also referred to as Al-Anon Member in Alateen Service (AMIAS)
4. Supports Alateen sponsors and visits Alateen meetings
5. Encourages Alateen participation at district meetings
6. Works with various Coordinators regarding Alateen participation
7. Contacts NCWSA Alateen Coordinator for area Alateen activities
8. Assists in getting Alateen meetings started
9. Attends NOCAC and other annual NCWSA Alateen events
10. Encourage participation beyond the group level
11. Communicate with Officers, Coordinators, and Members as needed
12. Refer to Alateen Conferences (G-16), Starting an Alateen Group (G-19), Al-Anon/Alateen Area Conventions (G-20), Area Alateen Coordinators (G-24), Alateen Safety Guidelines (G-34) listed at [www.al-anon.org](http://www.al-anon.org) Alateen Coordinator (B7), NCWSA Requirement for Teen Safety (B-17) Northern California Alateen Conference (NoCAC) B-20, Alateen Liaison B-21, Alateen Area Process Person B-31 at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
13. Attends all district meetings

**Alateen Safety: District Alateen Process Person (DAPP):**

1. A currently certified AMIAS

2. Administers the AMIAS application process including annual training, recertifications, etc.
3. The DAPP works with the (AAPP) Area Alateen Process Person to complete each candidate's application process
4. Accountable for the adherence to the most current policies and procedures relating to all Alateen safety issues
5. Encourage participation beyond the group level
6. Communicate with Officers, Coordinators, and Members as needed
7. For more information, please refer to:
  - a. Alateen Conferences (G-16),
  - b. Starting an Alateen Group (G-19)
  - c. Al-Anon/Alateen Area Conventions (G-20)
  - d. Area Alateen Coordinators (G-24)
  - e. Alateen Safety Guidelines (G-34)
  - i. listed at [www.al-anon.org](http://www.al-anon.org)
  - f. Alateen Coordinator (B7)
  - g. NCWSA Requirement for Teen Safety (B-17)
  - h. Northern California Alateen Conference (NoCAC) B-20
  - i. Alateen Liaison B-21
  - j. Alateen Area Process Person B-31
  - i. listed at [www.ncwsa.org](http://www.ncwsa.org)
  - k. (see last page for how to access guidelines)
8. Attends all district meetings

**Archives Coordinator:**

1. Responsible for the maintenance and preservation of district records
2. Encourage participation beyond the group level
3. Communicate with Officers, Coordinators, and Members as needed
4. Refer to Area Archives (G-30) listed at [www.al-anon.org](http://www.al-anon.org) Archives Coordinator B-8 at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
5. Attends all district meetings



### **Diversity Coordinator:**

*PURPOSE: To ensure that everyone understands that Al-Anon's declaration "When anyone, anywhere, reaches out for help the hand of Al-Anon and Alateen is there and let it begin with me" welcomes all who seek help. To ensure that everyone understands that the family disease of alcoholism knows no boundaries: Ethnicity, Religion, Sexual Orientation, Gender, Familial Status, Socio-Economic Status, Age, Language, Disability (Mental & Physical), Citizenship, Military/Veteran Status, Criminal History, any arbitrary characteristic, etc.*

1. Responsible for inventory, maintenance (repair/replacement), storage etc. of translation equipment
2. Coordinates with D19 Al-Anon meetings, workshops, programs for training and use of translation equipment
3. Develops guidelines for use of equipment within D19 and districts within NCWSA
4. Maintains a list of members and/or special workers available to serve as interpreters who are knowledgeable of the three legacies
5. Encourage participation beyond the group level
6. Communicate with Officers, Coordinators, and Members as needed
7. Refer to guidelines listed at [www.al-anon.org](http://www.al-anon.org) and Diversity Coordinator (B-13) at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
8. Attends all district meetings

### **Group Records Coordinator:**

1. Serves as primary contact between the District and the Area regarding Al-Anon group records
  - Register new groups
  - Generate reports as needed
  - Make group changes
  - Encourages use of WSO identification number
2. Encourage participation beyond the group level
3. Communicate with Officers, Coordinators, and Members as needed

4. Refer to Area Group Records Coordinator (G-36) listed at [www.al-anon.org](http://www.al-anon.org) and Group Records Coordinator B-6 at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
5. Attends all district meetings

#### **Institutions Coordinator:**

*Our goal is to attract to our program those whose lives are or have been affected by someone else's drinking, so that those who need our program can find the help and hope we offer. We also strive for name recognition and credibility as a community resource to inform about who we are, what we do, and how to get in touch with us.*

1. Cooperates with members, groups, committees etc. to create and maintain ongoing relationships with institutions that may benefit from information about Al-Anon/Alateen.
2. Creates and coordinates committees of members interested in sharing their experience, strength, and hope
3. Encourage participation beyond the group level
4. Communicate with Officers, Coordinators, and Members as needed
5. Please refer to Al-Anon/Alateen Public Outreach Service Outreach to Institutions (G-9), Services in Correctional Facilities (G-14), and A Meeting on Wheels (G-22) listed at [www.al-anon.org](http://www.al-anon.org) (see last page for how to access guidelines)
6. Attends all district meetings

#### **Literature Coordinator:**

*Al-Anon/Alateen Literature Distribution Centers (LDCs) provide Al-Anon members with local access and quick delivery of Al-Anon books, pamphlets, booklets, kits, posters, films, guidelines and other Al-Anon/Alateen material. The LDC and WSO work in partnership to carry the message of hope and recovery through our Conference Approved Literature (CAL) and service tools. An LDC's surplus earnings are used to support other local Al-Anon services.*

1. Maintains inventory of CAL and service tools
2. Responsible for documentation of literature sales, receipts, etc. and regularly communicates with the Treasurer

3. Establishes hours of operation and storage location
4. Encourage participation beyond the group level
5. Communicate with Officers, Coordinators, and Members as needed
6. Please refer to listed at Area Literature Coordinator (G-6), Literature Distribution Centers (G-18), Ordering Literature (G-31), Area Forum Coordinators (G-32) at [www.al-anon.org](http://www.al-anon.org) and Literature Coordinator (B-12) at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
7. Attends all district meetings

**Meeting List Coordinator:**

1. Responsible for maintaining and distributing current meeting list information
2. Encourage participation beyond the group level
3. Communicate with Officers, Coordinators, and Members as needed
4. Please refer to the Starting an Al-Anon Group (G-12), Starting an Alateen Group (G-19) listed at [www.al-anon.org](http://www.al-anon.org) and the service manual regarding procedures on starting a meeting and the WSO registration process, (see last page for how to access guidelines)
5. Attends all district meetings

**Alanews Coordinator:**

1. Responsible for developing, maintaining, and distributing the district newsletter
2. Request experience, strength, and hope from the district membership for publication
3. Encourage participation beyond the group level
4. Communicate with Officers, Coordinators, and Members as needed
5. Please refer to 12 Stepper Editor (B-15) listed at [www.ncwsa.org](http://www.ncwsa.org) and Guidelines for Newsletter Editors (G-21) listed at [www.al-anon.org](http://www.al-anon.org) see last page for how to access guidelines
6. Attends all district meetings

**Website Coordinator:**

1. Maintain and provide current district information on the website
2. Communicate with area website coordinator to include area information

3. Encourage participation beyond the group level
4. Communicate with Officers, Coordinators, and Members as needed
5. Please refer to Guidelines for Al-Anon Websites (G-40) listed at [www.al-anon.org](http://www.al-anon.org) and Website Coordinator (B-30) listed at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
6. Attends all district meetings

**Public Information/Cooperation with Professional Community:**

1. Responsible for carrying the message of Al-Anon to the public and professional communities
2. Develop, maintain, and utilize a variety of resources to carry the message
3. Encourage participation beyond the group level
4. Communicate with Officers, Coordinators, and Members as needed
5. Please refer to Guidelines for Area Public Outreach Coordinator (G-38), Public Outreach to the Professionals (G-29), and Public Outreach Service (G-10) listed at [www.al-anon.org](http://www.al-anon.org) and PI/CPC (B-14) listed at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
6. Attends all district meetings

**Special Events Coordinator:**

1. Responsible for the planning, development and implementation of fund raising events
2. Develop and maintain records of resources utilized i.e. (vouchers, budgets, contacts list, flyers, etc.)
3. Encourage participation beyond the group level
4. Communicate with Officers, Coordinators, and Members as needed
5. Please refer to Cooperation Between Al-Anon and A.A. (G-3), Al-Anon/Alateen Participation in an A.A. Con. (G-7), Alateen Conferences (G-16), Al-Anon/Alateen Area Conventions (G-20), Alateen Safety Guidelines (G-23) listed at [www.al-anon.org](http://www.al-anon.org) and Conv Chair, NCWSA Convention (B23) listed at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)

6. Attends all district meetings

**Information Line Coordinator:**

1. Develop, maintain, provide Al-Anon resources to individuals/members, agencies, institutions, professionals, etc. for distribution upon request
2. Encourage participation beyond the group level
3. Communicate with Officers, Coordinators, and Members as needed
4. Please refer to Manuals and Guidelines under Member Resources at [www.al-anon.org](http://www.al-anon.org) and Guidelines under Service listed at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
5. Attends all district meetings

**Alternate Coordinators and Alternate Officers:**

*Tradition Two: For our group purpose there is one authority-a loving God as he may express himself in our group conscience. Our leaders are but trusted servants-they do not govern*

*District officers rotate regularly. Rotation gives all members the privilege of serving. Officers/leaders are trusted servants; they do not govern the group. Districts may attain more participation by electing alternates to the district service positions. Depending on the district size and format, the district may choose not to fill all positions listed.*

*An eligible member elected or appointed who can temporarily step in and/or complete the service term of a person unable to do so.*

1. Encourage participation beyond the group level
2. Communicate with Officers, Coordinators, and Members as needed
3. Please refer to Manuals and Guidelines under Member Resources at [www.al-anon.org](http://www.al-anon.org) and Guidelines under Service listed at [www.ncwsa.org](http://www.ncwsa.org) (see last page for how to access guidelines)
4. Attends all district meetings

## **Group Representative:**

*Concept One: The ultimate responsibility and authority for Al-Anon world services belong to the Al-Anon groups.*

*Any Al-Anon or Alateen member with a willingness to represent the group at the district meeting and Area Assembly in order to carry the message of Al-Anon's/Alateen's group conscience, and who is not also a member of A.A., is eligible to serve as GR. A GR should have basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they are applied in our groups.*

*A GR is a vital link in the continuing function, growth, and unity of world Al-Anon. GRs and other officers are leaders and trusted servants who perform their duties in keeping with the Traditions and Concepts of Service, yet they have no authority over the group. They are entrusted with the "right of decision" to vote on behalf of the group according to their conscience and the good of Al-Anon as a whole.*

1. It is suggested that GRs also make themselves thoroughly familiar with the Al-Anon/Alateen Service Manual:
  - a. Al-Anon/Alateen Groups at Work
  - b. Digest of Al-Anon/Alateen Policies
  - c. World Service Handbook
  - d. Al-Anon's Twelve Concepts of Service
2. Refer to:
  - a. Group Representatives (G-11)
  - b. Let's Talk About Safety in Our Al-Anon Meetings
  - c. Using Al-Anon Principles to Resolve Conflicts Kit (K-70)
  - d. District Meetings (G-15)
  - e. Taking a Group Inventory (G-8a & G-8b)
3. Encourage participation beyond the group level.
4. Communicate with Officers, Coordinators, and Members as needed
5. Attends all district meetings

## **How to Access WSO Guidelines/Other Resources Online:**

**WSO**

1. Go to [www.al-anon.org](http://www.al-anon.org)
2. Hover your mouse over Members in the Menu at the header of the web page
3. Hover your mouse over Member Resources
4. Click on Manuals and Guidelines
5. You can now click on Guidelines to see all available guidelines
6. You may also view the Al-Anon/Alateen Service Manual

### **NCWSA**

1. Go to [www.ncwsa.org](http://www.ncwsa.org)
2. Hover your mouse over Service in the Menu at the header of the web page
3. Click on Guidelines
4. You can now click on Guidelines to see all available guidelines
5. You may also view the Al-Anon/Alateen Service Manual

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