

NH Area 35 Handbook and Job Descriptions

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PARTICIPATION IS THE KEY TO HARMONY (Concept 4)

Preface

The job descriptions printed within the **NH Area 35 Handbook and Job Descriptions** document are intended to emphasize work done within Area 35 to help our trusted servants better function within our Area. The **AI-Anon/Alateen Service Manual** and the **AI-Anon Guidelines** include more comprehensive information as well as additional duties beyond the scope of this document.

Service Tools

Every AI-Anon and Alateen member is encouraged to own and study the **AI-Anon/Alateen Service Manual**. The manual gives a clear and concise picture of the AI-Anon fellowship, its purpose and functions and how it helps us to resolve group problems and maintain unity.

In order to practice Knowledge Based Decision Making (KBDM) in Area 35 affairs, it is essential that every AI-Anon and Alateen member become familiar with and bring to every Area Assembly and Area World Service Committee (AWSC) meeting for direct reference the following documents:

- **AI-Anon/Alateen Service Manual;**
- **NH AI-Anon/Alateen Area Assembly, Inc. By-Laws;**
- **New Hampshire Area 35 Alateen Sponsorship/Volunteer Requirements;**
- **New Hampshire Area Assembly Convention Guidelines;**
- **NH Area 35 Handbook and Job Descriptions.**

Service Sponsor (See P-88)

It is encouraged that every AI-Anon/Alateen member utilize a Service Sponsor. A Service Sponsor guides a member in applying the Traditions and Concepts of Service and shares experience, strength and hope while giving service to AI-Anon.

Elected Alternates:

- Attend service meetings;
- Become acquainted with all aspects of the service position;
- Fulfill the duties of the position on a temporary basis as circumstances require;
- Complete the term and fulfill the duties of the position if it becomes vacant.

AREA ASSEMBLY

The Area Assembly is comprised of Group Representatives (GRs) (or elected Alternate GRs), District Representatives (DRs) (or elected Alternate DRs), Coordinators, Officers and the Delegate. Group Representatives vote. Individual members are encouraged to attend and have voice.

Group Representative (GR) (See G-11; other related guidelines G-8, G-27, G-41):

- Attends District and Area Assembly meetings;
- Serves as a communication link between the Group and the District as well as the Group and the Assembly;
- Works through the District in helping to initiate Public Outreach service projects;
- Encourages personal and Group subscriptions and the use of ***The Forum***;
- Keeps the Alternate GR involved and informed of all Group, District and Area Activities;
- Informs Group members of Group responsibilities to District, Area and WSO of being self-supporting through Tradition 7;
- Encourages participation through service (Concept 4);
- Ensures that the Group has a Current Mailing Address (CMA);
- Ensures completion and return of annual group data sheet to WSO;
- Fulfills such other duties as may be determined by the Group's autonomy in keeping with Al-Anon/Alateen principles as outlined in the ***Al-Anon/Alateen Service Manual*** and the ***NH Al-Anon/Alateen Area Assembly, Inc. By-Laws***.

AREA WORLD SERVICE COMMITTEE (AWSC)

The primary function of the Area World Service Committee (AWSC) is to plan for the general improvement of both the Assembly and the groups. The AWSC is composed of Area Officers, District Representatives or their elected alternates, Coordinators and Liaisons.

District Representative (DR) (See G-37, G-15; other related guideline G-41):

- Attends AWSC meetings and Area Assemblies;
- Calls and chairs District meetings at regular intervals;
- Serves as a communication link between the Groups and Area 35;
- Visits periodically the Groups in his/her District;
- Helps the GRs understand and apply the Traditions and Concepts of Service;
- Prepares GRs for Area Assembly meetings;
- Checks the Current Mailing Address (CMA) with each GR in the District for accuracy to ensure mail is reaching each Group;
- Keeps the Alternate DR involved and informed of District and Area activities;
- Fulfills such other duties as may be determined by the District's autonomy in keeping with Al-Anon/Alateen principles as outlined in the ***Al-Anon/Alateen Service Manual*** and the ***NH Al-Anon/Alateen Area Assembly, Inc. By-Laws***.

AREA OFFICERS:

Chairperson:

- Conducts all Area Assemblies and AWSC meetings;
- Arranges for meeting place and schedules meetings for the year by the November AWSC meeting if possible;
- Shall plan all AWSC agendas;
- Sends out agenda of upcoming meeting to all AWSC members:
 - Suggested timeframe for sending AWSC agenda is at least two (2) weeks prior to the upcoming AWSC meeting,

- Suggested timeframe for sending Area Assembly agenda is at least two (2) weeks prior to the upcoming Area Assembly meeting;
- Shall conduct all Area meetings in an orderly manner;
- Coordinates Alateen sponsor background check process per the ***New Hampshire Area 35 Alateen Sponsorship/Volunteer Requirements*** document;
- Forwards certification and annual recertification form(s) to the WSO per the ***New Hampshire Area 35 Alateen Sponsorship/Volunteer Requirements*** document acting as Area Alateen Process Person (AAPP) collaborating with the Alateen Coordinator and the Groups Records Coordinator as needed;
- Provides updated Alateen group information to WSO as needed acting as AAPP for Area 35;
- Is a member of the WSO e-community "Area Alateen Process Persons";
- Is responsible for all Area business functions and operations, and concerns regarding the performance of AWSC members;
- Appoints a DR to temporarily fill any open or unfilled Officer position until an Assembly can be called;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the ***Al-Anon/Alateen Service Manual*** and the ***NH Al-Anon/Alateen Area Assembly, Inc. By-Laws***.

Secretary:

- Attends AWSC & Area Assembly meetings;
- Compiles and updates complete Area 35 Contact Mailing list of all District Representatives (DRs), Area Officers, Coordinators and Active Past Delegates (Active Past Delegates presently attend Al-Anon meetings in Area 35);
- Makes available at every Area meeting:
 - ***NH Al-Anon/Alateen Area Assembly, Inc. By-Laws***,
 - ***New Hampshire Area 35 Alateen Sponsorship/Volunteer Requirements***,
 - ***New Hampshire Area Assembly Convention Guidelines***,
 - ***NH Area 35 Handbook and Job Descriptions***,
 - Area 35 Contact Mailing List,
 - Sign-in sheet,
 - Voting cards for voting members,
 - Name cards and name tags,
 - Motion forms,
 - Extra copies of minutes needing approval;
- Sends out minutes to all AWSC members:
 - Suggested timeframe for sending AWSC minutes is within two (2) weeks after each AWSC meeting,
 - Suggested timeframe for sending Area Assembly minutes is within one (1) month after each Area Assembly;
- Keeps a count of voting members and guests at all Area meetings;
- Takes minutes at Area meetings and gives original to Archives Coordinator upon approval;
- Carefully records all AWSC and Area Assembly motions and gives a copy of each motion to the Archives Coordinator;
- Maintains and brings a binder with approved minutes and approved motions of all AWSC and Area Assembly meetings for the current three (3) year term to every Area meeting. Transfers binder to Archives Coordinator at the end of the three (3) year term;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the ***Al-Anon/Alateen Service Manual*** and the ***NH Al-Anon/Alateen Area Assembly, Inc. By-Laws***.

Treasurer (Related guideline G-41):

- Attends AWSC & Area Assembly meetings;

- Shall have:
 - basic knowledge of bookkeeping,
 - computer skills for maintaining Area financial records;
- Maintains Area checking account and handles all Area collections and donations;
- Pays all bills for expenditures approved by Area 35 and prepares tax forms if needed;
- Files a report and pays the **New Hampshire Non-Profit Corporation** filing fee for our **New Hampshire AI-Anon/Alateen Area Assembly, Inc.** (Business ID: 143792) to the State of New Hampshire when due [currently by December 31st every five (5) years starting in 2005];
- Forwards to the WSO, before January 1st, the equalized expense (or full WSC cost if approved) for the Delegate to attend the World Service Conference;
- Makes written financial reports at every Area meeting;
- Chairs the Budget Committee meetings to prepare the proposed budget by meeting a sufficient number of times. The budget is then presented for discussion at each of the two (2) AWSC meetings prior to the Fall Area Assembly and subsequently presented to the Fall Area Assembly;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the **AI-Anon/Alateen Service Manual** and the **NH AI-Anon/Alateen Area Assembly, Inc. By-Laws**.

Delegate:

- Attends AWSC & Area Assembly meetings;
- Represents all groups in the Area by attending the annual World Service Conference (WSC);
- Is the primary communication link between the groups and the World Service Office (WSO);
- Brings issues of concern to the attention of the Conference;
- Brings the views and spirit of the AI-Anon Family Groups back to the Area;
- Gives the Conference report to the Area Assembly;
- Provides ongoing information to the AWSC and the Assembly from the WSO;
- Acts jointly with the Alternate Delegate to appoint Area Coordinators subject to the approval of the AWSC;
- Serves as a contact within the Area if a Coordinator is unavailable;
- Works closely with the Alternate Delegate to keep the Alternate informed of all communication between the WSO and the Area in case the Delegate cannot fulfill the Delegate's duties;
- Is a member of the WSO e-community "Area Delegates";
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the **AI-Anon/Alateen Service Manual** and the **NH AI-Anon/Alateen Area Assembly, Inc. By-Laws**.

Alternate Delegate:

- Attends AWSC & Area Assembly meetings;
- Works alongside the Delegate in communicating with groups;
- Acquaints him/herself with all the Delegate's duties;
- Maintains a record of attendance of AWSC members at Area Assemblies and AWSC meetings;
- Acts jointly with the Delegate to appoint Area Coordinators subject to the approval of the AWSC;
- Completes the Delegate's term if the Delegate is unable to do so;
- Shall be appointed Alternate Chairperson when necessary;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the **AI-Anon/Alateen Service Manual** and the **NH AI-Anon/Alateen Area Assembly, Inc. By-Laws**.

Past Delegate:

- Provides service experience by attending Area meetings with voice;
- May serve as an *ad hoc* committee member, special project coordinator and may fulfill other service as requested by the Area.

COORDINATORS and LIAISONS (including but not limited to):

Coordinator/Liaison positions can be created or eliminated by vote of the Area Assembly following a recommendation from the AWSC. No person who is also a member of Alcoholics Anonymous is eligible to serve in any of the Officer or Coordinator/Liaison positions listed in this **NH Area 35 Handbook and Job Descriptions** document as stated in Article VI Section 1 of our **NH Al-Anon/Alateen Area Assembly, Inc. By-Laws**.

Alanews Coordinator (See G-21):

- Attends AWSC meetings & Area Assemblies;
- Prepares and distributes Area newsletter utilizing appropriate Al-Anon/Alateen business reports and events;
- Reviews with Delegate all potential postings for Traditional appropriateness;
- Refers members' personal sharings to Forum or Literature Coordinator;
- Forwards Area Newsletter to WSO Area Highlights;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the **Al-Anon/Alateen Service Manual** and the **NH Al-Anon/Alateen Area Assembly, Inc. By-Laws**.

Alateen (See G-24; other related guidelines G-5, G-16, G-19, G-34):

- Attends AWSC & Area Assembly meetings;
- Serves as a communication link between the WSO and Area 35;
- Must be certified by Area 35;
- Ensures use of **NH Area 35 Alateen Sponsorship/Volunteer Requirements** document;
- Collaborates with the Area Alateen Process Person (AAPP) and Group Records Coordinator as needed;
- Provides/conducts Alateen Sponsor Training Workshops;
- Is responsible for communication between Alateen groups and their sponsors with the AWSC;
- Holds Alateen Sponsor meetings periodically;
- Is a member of the WSO e-community "Area Alateen Coordinators";
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the **Al-Anon/Alateen Service Manual** and the **NH Al-Anon/Alateen Area Assembly, Inc. By-Laws**.

AA Liaison (See G-7; other related guideline G-3):

- Attends AWSC meetings and Area Assemblies;
- Is responsible for contacting the Alcoholics Anonymous (AA) Area Chair and AA Area Function Committee Chair;
- Attends AA Area Function Committee meetings;
- Acts as Program Chair for the Al-Anon/Alateen part of AA Area functions such as convention, workshops, *etc.*
 - Plans the Al-Anon/Alateen program:
 - * names of workshops,
 - * suggested literature to use,
 - * workshop times,
 - * Al-Anon/Alateen members to participate,

- Arranges for AI-Anon/Alateen literature to be available for display, sale and/or drawings if appropriate as well as for workshop chairs,
- Informs membership through AWSC (Districts), Area Assemblies (Groups), Alanews, and any other Area medium;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly, Inc. By-Laws***.

Answering Service:

- Attends AWSC meetings and Area Assemblies;
- Is responsible for contacting the answering service to update name, address and phone number as the new Coordinator;
- Sends flyer out via AWSC, Area Assemblies, Alanews and Website requesting volunteers for returning Twelfth (12th) Step calls;
- Have DRs update the list of volunteer contact persons;
- Sends updated volunteer contact list to answering service grouped by cities and towns;
- Sends every new meeting list to the answering service, highlighting changes;
- Updates periodically the volunteer contact list to be sure information is accurate;
- Meets with the answering service representative as needed;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly, Inc. By-Laws***.

Archives (See G-30):

- Attends AWSC & Area Assembly meetings;
- Receives minutes of Area meetings from the Area Secretary upon approval;
- Receives a copy of each motion from Area meetings from the Area Secretary;
- Receives a copy of final report regarding Area Convention from the Area Convention Coordinator;
- Compiles archival information and stores that information for future reference;
- Is a member of the WSO e-community "Area Archives Coordinators";
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly, Inc. By-Laws***.

Convention (See G-20):

- Attends AWSC & Area Assembly meetings and keeps Area informed of progress;
- Ensures utilization of Area 35 Convention Guidelines;
- Asks Area 35 AA Liaison to contact AA Function Committee Chair for an AA Program Chair to the AI-Anon Area Convention;
- Contacts AA Area Chairperson or Delegate for suggestion and/or approval of AA liaison;
- Researches and selects convention site, with Convention Committee approval;
- Negotiates and signs contract with the convention site per the ***New Hampshire AI-Anon/Alateen Area Assembly, Inc. Convention Guidelines***;
- Makes all meal arrangements;
- Cosigns checks with Convention Treasurer;
- Arranges and chairs Convention Committee meetings;

- Directs activities at the convention;
- Maintains and submits records to Area Archives Coordinator per the ***New Hampshire AI-Anon/Alateen Area Assembly, Inc. Convention Guidelines***;
- Returns seed money to Area Treasurer within thirty (30) days of the conclusion of the convention if applicable;
- Submits all excess funds to Area Treasurer within sixty (60) days of the conclusion of the convention if applicable;
- Gives final report and evaluation to Area Assembly or AWSC meeting;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly, Inc. By-Laws***.

Forum (See G-32):

- Attends AWSC & Area Assembly meetings;
- Serves as a communication link between the WSO and Area 35;
- Acquaints members with the usefulness of ***The Forum***;
- Suggests purchase of both personal and group subscriptions to ***The Forum***;
- Encourages use of ***The Forum*** at meetings;
- Encourages members to write articles for ***The Forum***;
- Is a member of the WSO e-community "Area Forum Coordinators";
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly, Inc. By-Laws***.

Group Records/Meeting Lists (See G-36):

- Attends AWSC & Area Assembly meetings;
- Serves as a communication link between the WSO and Area 35 [exception Alateen information (SEE Chairperson/AAPP)];
- Is responsible for keeping up-to-date information on groups by Districts:
 - Current Mailing Address (CMA),
 - Group Representative (GR),
 - WSO Contact (exception Alateen),
 - Primary Alateen Sponsors (may also serve as WSO Contact);
- Provides updated information to WSO as needed [exception Alateen (SEE Chairperson/AAPP)];
- Maintains and updates the Area 35 Meeting List as needed;
- Is responsible for informing the Website Coordinator of changes in order to update Area website;
- Is responsible for informing the Answering Service Coordinator of changes to the meeting list;
- Is responsible for providing updated Contact information to the Answering Service Coordinator;
- Is a member of the WSO e-community "Area Group Records Coordinators";
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with AI-Anon/Alateen principles as outlined in the ***AI-Anon/Alateen Service Manual*** and the ***NH AI-Anon/Alateen Area Assembly, Inc. By-Laws***.

Literature Distribution Center (LDC) (See G-18; other related guideline G-31) (position voted out by 10-17-2003 Assembly)

Literature Coordinator (See G-6; other related guideline G-31): (position voted in by 10-17-2003 Assembly)

- Attends AWSC meetings and Area Assemblies;
- Serves as a communication link between the WSO and Area 35;
- Acts as a resource for the Area on Conference Approved Literature (CAL) including but not limited to Public Outreach displays and donation programs for libraries, schools, *etc.*;
- Reads & becomes familiar with Al-Anon/Alateen literature;
- Keeps a copy of every piece of literature;
- Encourages use of the ***Al-Anon/Alateen Service Manual***;
- Receives a copy of new books and pamphlets as well as those that have been significantly revised;
- Creates a display of CAL for use at Area-approved functions;
- Encourages members to write sharings for ongoing and new CAL projects;
- Is a member of the WSO e-community "Area Literature Coordinators";
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the ***Al-Anon/Alateen Service Manual*** and the ***NH Al-Anon/Alateen Area Assembly, Inc. By-Laws***.

Public Outreach (Public Information/Cooperating with the Professional Community/Institutions) (See G-38; other related guidelines G-10, G-29, G-9, G-14, G-22, G-27):

- Attends AWSC meetings and Area Assemblies;
- Informs the general public about Al-Anon through the media, professionals, facilities and organizations;
- Serves as a communication link between the WSO and Area 35;
- Communicates and works cooperatively in a team effort with the Area Chairperson, Website Coordinator, Area and Districts;
- Encourages the Area, Districts and GRs to present projects and information to the Groups;
- Acts as a resource supporting Districts and District Public Outreach Committees as needed;
- Researches prospective events to ensure they are in accord with Al-Anon Traditions and policies;
- Orders CAL to be used at Public Outreach events;
- Requests reports of Public Outreach activities from the Districts to share with the Area and WSO;
- Is a member of the WSO e-community "Public Outreach Coordinators";
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the ***Al-Anon/Alateen Service Manual*** and the ***NH Al-Anon/Alateen Area Assembly, Inc. By-Laws***.

Website (See G-40):

- Attends AWSC meetings and Area Assemblies;
- Serves as a communication link between the WSO and Area 35;
- Shall have a high degree of computer skills;
- Reviews with Delegate all potential postings for Traditional appropriateness;
- Assures no personal information such as home addresses or Internet addresses which include last names is posted;
- Maintains contact with Website Service Provider for updates, discounts, *etc.*
- Is a member of the WSO e-community "Area Website Coordinators"
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the ***Al-Anon/Alateen Service Manual*** and the ***NH Al-Anon/Alateen Area Assembly, Inc. By-Laws***.

WORLD SERVICE CONFERENCE (WSC)

The World Service Conference:

- Is the informed group conscience of AI-Anon Family Groups;
- Is an annual meeting of the Delegates (or elected Alternate Delegates) from each of the Areas of the World Service Conference structure, the Board of Trustees, the Executive Committee and World Service Conference staff;
- Acts as the voice of the AI-Anon Family Groups worldwide;
- Makes the group conscience available and effective for all AI-Anon Family Groups;
- Provides guidance to the WSO in service matters brought to its attention.

WORLD SERVICE OFFICE (WSO)

The World Service Office:

- Acts as the clearinghouse of the fellowship according to the wishes of the World Service Conference;
- Prepares, publishes and distributes all Conference Approved Literature (CAL);
- Is responsible for services to all AI-Anon Family Groups.

COMMON PROCEDURES

Area 35 Election Timetable [Every third (3rd) year]

Refer to **NH Al-Anon/Alateen Area Assembly, Inc. By-Laws** for position eligibility and Coordinator appointments.

AREA 35 ELECTION TIMETABLE

Prior to the Fall Area Election Assembly	- Elect GRs and Alternate GRs for each Group in Area 35
After the Election of GRs and Prior to the Fall Area Election Assembly	- Elect DRs and Alternate DRs from eligible members at District meetings
Fall Area Election Assembly	- Elect all Area Officers from eligible members at Election Assembly
First AWSC Meeting following Fall Area Election Assembly	- Approve Area Coordinators/Liaisons - Share service experience in a transitional meeting between incoming and outgoing service positions
January 1 st	- Begin new terms of service of DRs and Alternate DRs, Area Officers and Area Coordinators/Liaisons

AWSC Expenses Expenses of Area Officers and Coordinators/Liaisons are submitted to the Area Treasurer for reimbursement. Items to be submitted include but are not limited to mileage, printing, postage and phone bills. Area approved budget activities may be submitted to the Area Treasurer for payment. Pre-approval by the AWSC or Assembly (as per our **NH Al-Anon/Alateen Area Assembly, Inc. By-Laws**) must be obtained for reimbursement of any expenses over budget.

Literature Sales In the absence of a Literature Distribution Center (LDC) sale of Conference Approved Literature (CAL) at Area-approved functions may be overseen by appropriate Coordinators and can be funded by the special project line item with Area approval.

Flyers It is recommended that flyers be reviewed by the DR before being distributed. Only flyers for Al-Anon, Alateen or participating functions with AA are permitted.

Flyers shall include:

- Name of group or function, such as anniversaries, holiday parties (without mention of specific holiday), special functions, meeting changes, fundraisers *etc.*,
- Full date and time,
- Location with directions,
- AFG or Al-Anon or Al-Anon Adult Children (without abbreviation) or Alateen **SPELLED CORRECTLY**,
- Speakers, finger foods, drawing items,
- Phone contact,
- No personal information such as home addresses or Internet addresses which include last names.

Drawings It is suggested that we include items that relate in some way to our spiritual principles. Items may include:

- Al-Anon/Alateen Conference Approved Literature (CAL),
- **Forum** subscriptions,
- Home-baked goods, plants, program related crafts,
- Al-Anon/Alateen related items.

RESOURCES

Al-Anon/Alateen Service Manual (P-24/27)

NH Al-Anon/Alateen Area Assembly, Inc. By-Laws

New Hampshire Area Assembly Convention Guidelines

New Hampshire Area 35 Alateen Sponsorship/Volunteer Requirements

Al-Anon Guidelines

- G-1 Members Interested in Speaking
- G-2 Beginners' Meeting
- G-3 Cooperation between Al-Anon and A.A.
- G-4 Al-Anon Information Services (AIS)
- G-5 Alateen Meetings in Schools
- G-6 Area Literature Coordinators
- G-7 Al-Anon/Alateen Participation in an AA Area Convention
- G-8 Taking A Group Inventory
- G-9 Al-Anon/Alateen Public Outreach Service Outreach to Institutions
- G-10 Al-Anon/Alateen Public Outreach Service Outreach to the Public/Media
- G-11 Group Representative
- G-12 Starting an Al-Anon Group
- G-13 Suggested Programs for Meeting
- G-14 Services in Correctional Facilities
- G-15 District Meetings
- G-16 Alateen Conferences
- G-18 Literature Distributions Centers
- G-19 Starting an Alateen Group
- G-20 Al-Anon/Alateen Area Conventions
- G-21 Guidelines for Newsletter Editors
- G-22 A Meeting on Wheels
- G-24 Area Alateen Coordinators
- G-27 The Open Al-Anon Meeting
- G-29 Al-Anon/Alateen Public Outreach Service Outreach to Professionals
- G-30 Area Archives
- G-31 Ordering Literature
- G-32 Area Forum Coordinators
- G-34 Alateen Safety Guidelines
- G-36 Group Records Coordinator
- G-37 District Representative
- G-38 Area Public Outreach Coordinator
- G-39 Electronic Al-Anon Meeting Guideline
- G-40 Guideline for Al-Anon Web Sites
- G-41 Reserve Fund Guideline

Assembly minutes

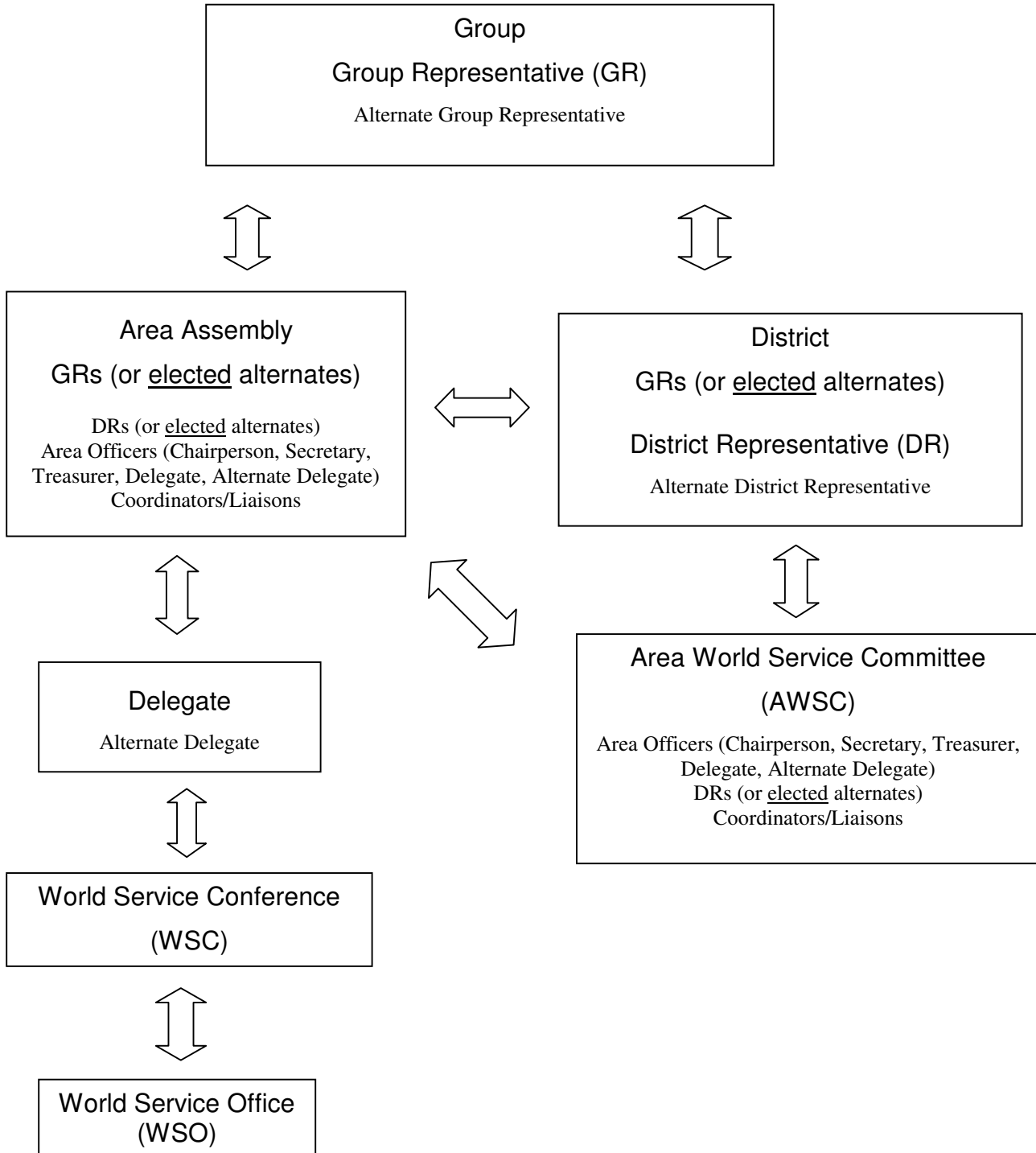
AWSC minutes

Conference Approved Literature

Service Sponsorship: Working Smarter Not Harder (P-88)

LINKS OF SERVICE

ALL MEMBERS ARE PART OF A WORLDWIDE FELLOWSHIP



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AWSC Expenses	12
Chairperson	4 - 5
Common Procedures	12 - 13
AWSC Expenses	12
Drawings	13
Election Timetable	12
Flyers	13
Literature Sales	12
Convention Coordinator	8 - 9
Coordinators	7 - 10
Delegate	6
District Representatives	4
Drawings	13
<u>Elected</u> Alternates	3
Election Timetable	12
Flyers	13
Forum Coordinator	9
Group Records/Meeting Lists Coordinator	9
Group Representatives	4
Liaisons	7 - 8
Links of Service	15
Literature Coordinator	10
Literature Distribution Center Coordinator	9
Literature Sales	12
Newsletter Coordinator (See Alanews Coordinator)	7
Participation is the Key to Harmony	3
<u>Elected</u> Alternates	3
Preface	3
Service Sponsor	3
Service Tools	3
Past Delegate	7
Preface	3
Public Outreach Coordinator	10
Resources	14
Secretary	5
Service Sponsor	3
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Treasurer	5 - 6
Website Coordinator	10
World Service Conference (WSC)	11
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