

DISTRICT 189

ELECTED POSITIONS:

DISTRICT REPRESENTATIVE – DR

The District Representative is elected by the GRs and serves for three years.

The District Representative represents the District at Area Assemblies and Area World Service Committee Meetings. The DR also chairs the monthly District meeting and attends the two Area Assemblies and two Area World Service Committee meetings plus an additional 3rd which is the turnover meeting in the final year of the panel. The DR has signature in checking account of District 189. Send out email announcement to District 189 GR's and Coordinators. To help groups understand and help them understand the structure of their Assembly and WSO. Encourage members to become involved in service.

Requirements: Must have served a full three-year term as Group Representative.

Requirements: Willingness and ability to make the commitment.

Restrictions: The District Representative may NOT be a member of Alcoholics Anonymous.

ALTERNATE DISTRICT REPRESENTATIVE – Alt. DR

The Alternate District Representative is elected by the GRs and serves for three years.

Completes term if and when the DR resigns or is unable to complete their term. Represents DR at AWSC Meetings and Area Assemblies when DR is unable to attend such meetings. May be a member of the AIS board. Attends the AIS Annual Meeting. May serve currently as another officer or District chair position. Assist as Archives for the District 189.

Requirements: Willingness and ability to make the commitment.

Restrictions: The District Representative may NOT be a member of Alcoholics Anonymous.

SECRETARY

The Secretary is elected by the GRs and serves for three years. The Secretary takes and reads the minutes at the District meetings, takes the roll call at the District meetings by using the Where and When meeting list. The secretary is responsible for keeping the minutes in a binder and have them available when needed. Is also responsible for any correspondence that needs to be sent out on behalf of the District.

Requirements: Willingness and ability to make the commitment.

Any AI-Anon member can be District Secretary.

TREASURER

The Treasurer is elected by the GRs and serves for three years. Collects and distributes funds as approved. Receiving, recording and depositing of donations from groups and others income. It is responsible to pay District bills and the P.O Box rental payments. Maintains District bank account and reports monthly on the financial status of the District. Picks up mail at the District P.O Box regarding the group contributions. Has signature in District 189's checking account.

Requirements: Willingness and ability to make the commitment.

Any AI-Anon member can be a District's Treasurer.

AL-ANON INFORMATION SERVICE LIAISON -AISL

The Al-Anon Information Service Liaison is elected by the GRs and serves for three years. Represents the District's Information Service at the Area World Service Committee and Assembly meetings each year and provides written report for members. Handle the reports of the coordinators for each AISL position at District Meetings. Attends the AIS Annual Meeting.

Requirements: Willingness and ability to make the commitment.

Restrictions: The AISL may NOT be a member of Alcoholics Anonymous.

AL-ANON INFORMATION SERVICE AIS

The Al-Anon Information Service representative serves for three years. Works in conjunction with District 180 AIS. May serve on the Board of directors of the Al-Anon Information service of Broward County, Inc. (AIS). Attends Annual AIS Meeting. Collects information regarding the number of calls answered by volunteers and the Al-Anon information provided to these callers.

ALATEEN CHAIRPERSON

The Alateen Chairperson serves for three years. _Receives Alateen information from the Area Alateen Coordinator and AAPP. Dispenses that information to the groups at District 189 meetings. Helps to coordinate any Alateen projects in the District, including starting new Alateen meetings and training for AMIAS (Al-Anon member involved in Alateen service) as requested.

Requirements: Willingness and ability to make the commitment including the AMIAS process as outlined by Florida South Area 10.

Any Al-Anon member can be District Alateen Chairperson.

GROUP RECORDS/WHERE AND WHEN COORDINATOR

The Group Records/Where and When Chairperson serves for three years.

Primary Responsibilities: Receives GR information from Area Group Records Coordinator. Registers new groups, maintains group and District records & provides an update to District, Area Group Records Coordinator, District Webmaster and Area Web Coordinator. Keeps extra copies of groups change forms available for changes and keeps GR's, Alt GR's and District Officers up-to-date. Communicate changes to District 180 Where and When coordinator. Updates District Where and When with changes in time, place or Meeting update for future printings. Assists with allocating a printing service. Prints the number of Where & When's based on attendance and needs of the groups. Makes arrangements with Public Outreach/ Institutions to provide them with extras copies left from printing.

Requirements: Willingness and ability to make the commitment and computer knowledge is helpful.

Any Al-Anon member can be District Group Records Chairperson.

LITERATURE COORDINATOR

The Literature Coordinator serves for three years. Receives information from WSO about new literature. Also, receives LDC (Literature Distribution Center) information from Area Literature Coordinator and dispenses the information to the groups at the District Meetings. When necessary, orders literature for the District. Reviews current literature and encourages GR's to new literature available. Keeps any literature donated to District and distributes it to new groups. Attends District Meetings. Submits a monthly LDC Financial Report to the District. Maintains a reasonable amount of literature inventory; including: books and pamphlets.

Requirements: Willingness and ability to make the commitment.

Any Al-Anon member can be District Literature Chairperson.

PUBLIC OUTREACH/INSTITUTIONS COORDINATOR (Combined responsibilities approved February 2019)

The Public Outreach Coordinator serves for three years. Identifies opportunities for the District to carry the message of Al-Anon/Alateen to the general public and professionals in our community. "Carry the Message" activities may include: pamphlet distribution, direct mailing, personal contact, events/fairs, print/digital/tv/radio media information placement, PSAs, etc. The committee will support all groups in the District to carry the message of Al-Anon/Alateen. Communicate with Area Public Outreach Coordinator. Coordinates Al-Anon meetings at Treatment Center(s). Attend District Meetings.

Requirements: Willingness and ability to make the commitment.

Any Al-Anon member is eligible to serve as the District Public Outreach/Institutions Chairperson.

WEBMASTER COORDINATOR

Primary Responsibilities: serves for three years. Maintains communication with the Web Designer as changes are needed and updated on the website. Observe and maintain information on the website traffic. Coordinates with the Group Records Coordinator to keep the meetings information accurate and up-to- date. Participates in the discussion of the web domain billing procedures and service.

Restrictions: None. Any Al-Anon member is eligible to serve as the District Webmaster Chairperson.

ARCHIVES

Primary Responsibilities: Serves three years. Receives Archives information from the Area Archives Coordinator and dispenses that to the groups (GRs) at the District meetings. Also helps to coordinate any Archives projects in the District. Maintains the District's archives by collecting, preserving, and organizing pertinent District information, this should include District Meeting minutes, treasurer reports, agenda, DR's letters and flyers and reports from other projects in the District.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. Any Al-Anon member can be District Archivist.

GRATITUDE DINNER CHAIR

Primary Responsibilities: Organizes a Gratitude Dinner for the District. The Gratitude Dinner Chair selects a committee to help. (Sign-up sheet is available). Arranges a location, chooses a theme and distributes flyers, and pre- sale tickets, if applicable. Attend District meetings to report on progress. Work with the DR to announce the event. Provides a final report that includes profit/loss and receipts no later than the month following the event. Seed money can be provided up to 6 months prior to the event. The date of the Gratitude Dinner is based on the Chairperson's choice of allocating the venue and its availability.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. Any Al-Anon member can be the Gratitude Dinner Chair.

WORKSHOP CHAIRPERSON

Primary Responsibilities: Organizes a "Day of Workshops" for the District. Determines general theme, creates flyers, arranges a location, and plans the day. Attends District Meetings to report on plans and distributes flyers for the event. The chair works with the DR to announce the event. Gives a final report and turns in any profits/losses to the District at the District meeting following the event.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. Any Al-Anon member can be District Workshop Chairperson.

CONVENTION LIAISON:

Primary Responsibilities: Attend the Convention meetings, as the District sub-committee of the chair for the Convention. Assigns a Co-Chair for its sub-committee position. Participate in the District meetings providing the reports and information pertaining to the Convention planning sessions. Meetings are usually held on the 3rd Saturday of every month, starting on January of the year of the Convention.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. **Any Al-Anon member can be District Convention Sub-Committee Chairperson.**