

# **GROUP REPRESENTATIVE (GR) HANDBOOK AL-ANON WASHINGTON AREA 59**



This handbook is meant to be a guide only. Most of the information contained herein may be found in greater detail, in the *Al-Anon/Aleteen Service Manual*, *Washington Area Handbook*, and other Al-Anon literature. In no manner whatsoever is this handbook intended to supersede the above-mentioned references or any Al-Anon World Service Conference (WSC) approved literature.

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## Contents

<b>Section I. Welcome to Al-Anon Service .....</b>	<b>1</b>
3rd Legacy Diagram .....	1
Links of Service Diagram.....	2
<b>Section II. Al-Anon Family Groups.....</b>	<b>3</b>
<b>Section III. The Group Representative .....</b>	<b>3</b>
Group Representative (GR) Duties .....	3
GR Tips at Home Group Meetings .....	3
GR Tips at District Meetings .....	4
Attending the District Meeting.....	4
Reporting Back to the Home Group .....	4
Commitment and Principles .....	4
Rotation of Service .....	5
Local Al-Anon Information Services Offices (AIS)/Intergroup .....	5
The Informed Group Conscience.....	5
Service Sponsorship.....	6
<b>Section IV. The District .....</b>	<b>6</b>
Structure and Function.....	6
The District Representative .....	6
<b>Section V. Washington Area Business Meetings .....</b>	<b>6</b>
Area World Service Committee Meetings and Assemblies Overview.....	6
Assemblies.....	7
Pre-Conference Assembly (Pre-Con) .....	7
Summer Seminar Assembly (SSA) .....	7
Fall Assembly.....	7
Area Decision-Making Process: Motions, Discussion Topics, and Floor Motions .....	7
How It Works .....	7
Al-Anon Participation Service Assembly .....	8
Area Elected Officers.....	8
Chair-Appointed Coordinators .....	9
<b>Section VI. The Area and Beyond .....</b>	<b>10</b>
The Area .....	10
Greater Seattle Districts .....	11
The Regions .....	12

The World Service Conference .....	13
The Board of Trustees .....	13
Meet the Board .....	13
Al-Anon International Service Structure Outside the US/Canada .....	14
Al-Anon Worldwide .....	15
Countries with Al-Anon Meetings.....	15
<b>Resources for the GR.....</b>	<b>16</b>
Sample Report to the Group .....	16
Sample Report to at the District Meeting .....	17
Knowledge-Based Decision-Making Process to Reach an Informed Group Conscience.....	18
KBDM Quick Reference Tool .....	18
Five KBDM Questions .....	19
Discussion and Voting Procedures for Agenda Items.....	20
Literature and Online Tools.....	21
Guidelines .....	21
Pamphlets .....	21
Service Tools .....	22
Outreach Tools.....	22
Glossary of Terms .....	23

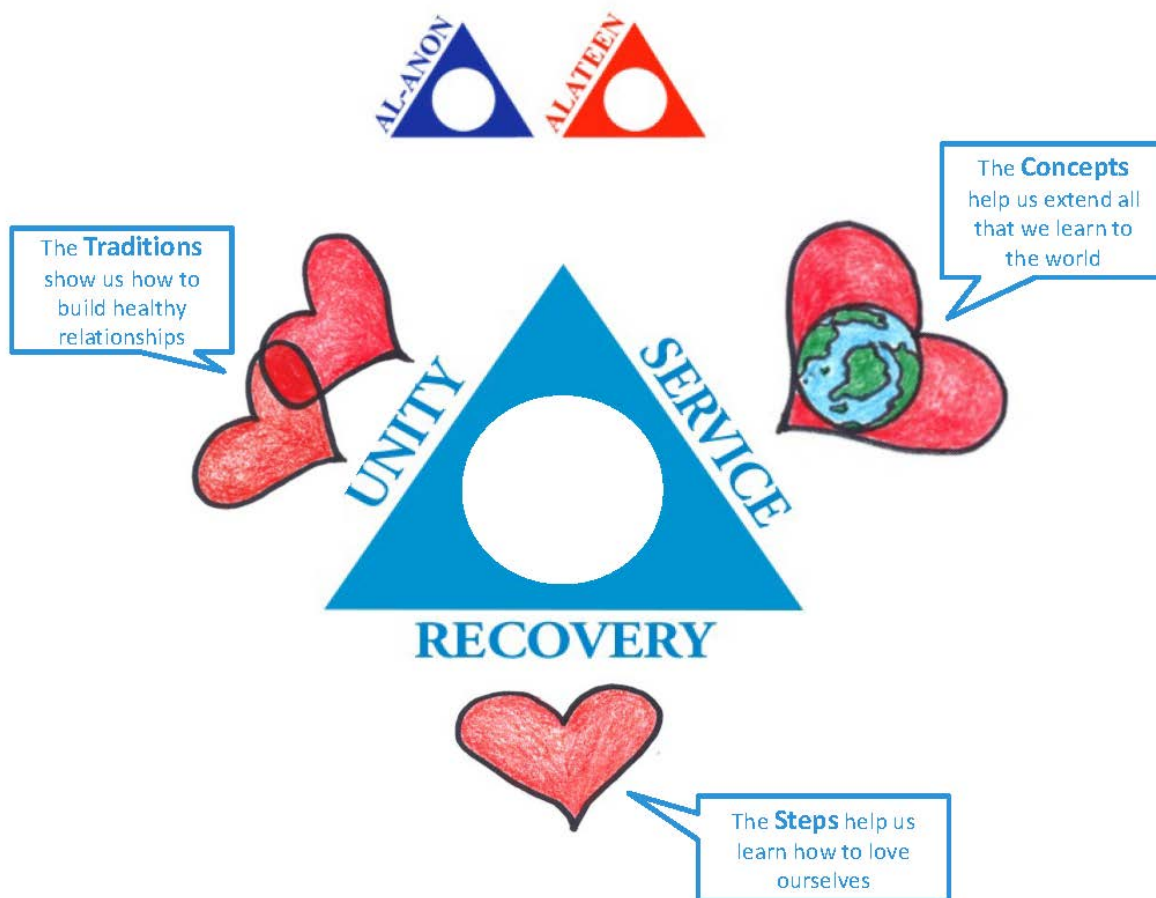
## Section I. Welcome to Al-Anon Service

Welcome to service in Al-Anon as Group Representative (GR). It is our sincere hope that through the education of this handbook, you gain a better understanding of your position as GR. The documents at the end are provided as tools to assist you in sharing with your fellow group members. Through service, may you grow and inspire others to do the same.

The Twelve Traditions make clear the principle that Al-Anon/Alateen, as such, should never be organized, that there are no bosses, and no government in Al-Anon.

As a GR, you are your Al-Anon Group's link with Washington (WA) Area, the WSC, and the WSO.

### 3rd Legacy Diagram



**Quote from Lois W.:** "But our hearts do not need logic. They can love and forgive and accept that which our minds cannot comprehend. Hearts understand in a way minds cannot." (Lois Remembers, p. 196)

## Links of Service Diagram

**Group:** The communication process focuses on the Group, which lets its Group Conscience be known to its elected Group Representative (GR).

**Districts:** Groups are geographically organized into Districts. The GR of these Groups selects a District Representative (DR), who becomes a part of the Area World Service Committee.

**Area World Service Committee (AWSC):** is a meeting that is held between Assembly Business meetings. Attendees/voting members are Area Officers and Coordinators, District Representatives, and AIS Liaisons. The purpose of this meeting is to assist in planning the agenda for Area Assemblies. Information and reports are shared, and time-sensitive decisions may be made.

**Area:** Washington (WA) Area is comprised of 26 active Districts and covers Washington State. The Area Officers are elected at Fall Assembly once every 3 years.

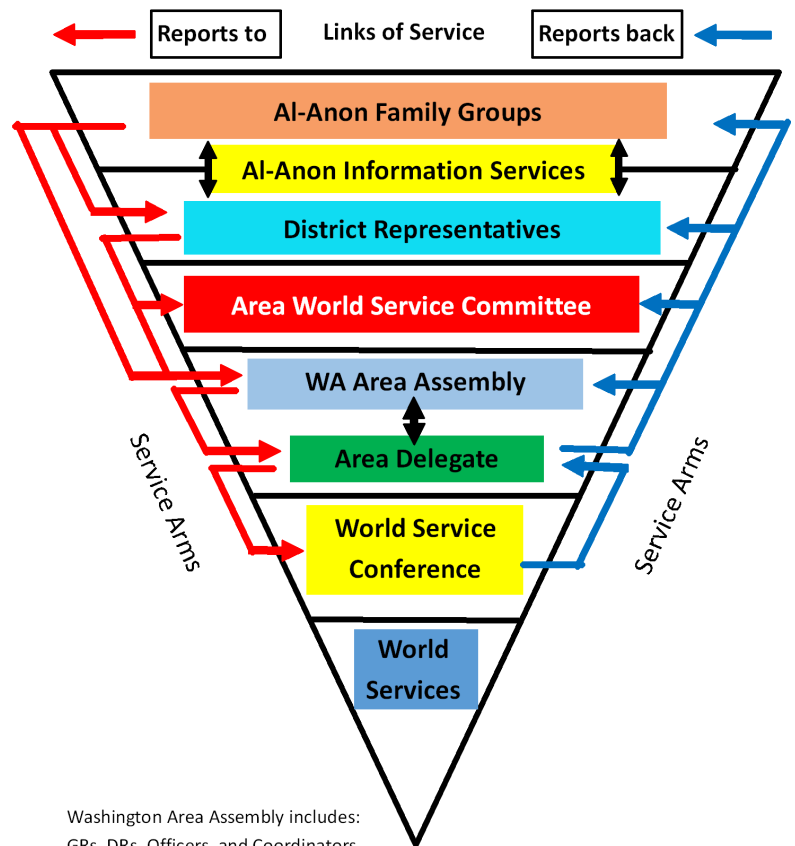
**World Service Conference (WSC):** a yearly meeting of all Area Delegates, the Board of Trustees, the Executive Committee, and the World Service Conference Staff. This entity of our Fellowship guides the WSO on service matters. You may find results and information from the WSC through the World Service Conference Summary, which is available to all members.

**World Services:** World Service Office (WSO) renders services all over the world through AWSCs and GSCs (General Service Committees). Also, as a part of our structure, there is an International Al-Anon General Services Meeting (IAGSM) to keep an open line of communication between WSO and the GSO's (General Service Offices).

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

## Al-Anon Organizational Structure

Arrows show the flow of communication



## Section II. Al-Anon Family Groups

The Al-Anon Family Group (AFG) affords individual Al-Anon members the ability to consider and create a Group Conscience on issues that affect the Group, District, Area, and Fellowship as a whole. The pamphlet *Links of Service* (S-28) provides information on organization and opportunities for service.

**Tradition Three:** The relatives of alcoholics, when gathered together for mutual aid, may call themselves an Al-Anon Family Group, provided that, as a group, they have no other affiliation. The only requirement for membership is that there be a problem of alcoholism in a relative or friend.

**Home Group:** is the meeting an Al-Anon member attends regularly. Members donate their time, participate in group service positions, and share their experience, strength, and hope. After a while, the other members become family. They grow together as they walk alongside each other on their separate paths.

## Section III. The Group Representative

### Group Representative (GR) Duties

- Becomes familiar with the *Al-Anon/Alateen Service Manual*
- Works on projects at the District level
- Encourages Alateen support, participation, and Al-Anon Members Involved in Alateen Service (AMIAS) training
- Informs the group about the *Forum*
- Serves a 3-year term
- Encourages election of an alternate GR
- Attends District meetings and Assemblies
- Presents Area Motions to be voted on at Assemblies to the group

### GR Tips at Home Group Meetings

- Attends the Home Group regularly.
- Is familiar with the *Al-Anon/Alateen Service Manual*, the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, and General Warranties of the Conference.
- Shares information from the District.
- Gives regular reports to the group regarding the District, Area, and WSO.
- Explains issues to be voted upon and uses Knowledge-Based Decision Making (KBDM) to establish how the group wants the GR to vote on matters of importance to Al-Anon.
- Acts as liaison between the group and the District and between the group and the Assembly.
- Ensures the group is offering all the Al-Anon Tools available, Conference approved books and pamphlets.
- Is able to explain the 7th Tradition and what contributions are used for.
- Supplies the DR with up-to-date group information.
- Writes down questions and comments from group members and brings them to district meetings and area assembly meetings.

## GR Tips at District Meetings

- If applicable, calls/emails the DR to put items on the agenda for the district meeting.
- If available, prints out applicable reports and information prior to the meeting.
- Brings a notebook and a planning calendar.
- Gives everyone your attention.
- Brings group conscience to the District Meeting.
- Brings up issues or concerns from the group for discussion with other GRs.
- Gives GR report.
- Takes information from the District Meeting back to the group.

## Attending the District Meeting

- Picks up agenda, written reports, event flyers, etc. prior to the meeting.
- Gives the GR report to the District.
- Makes notes during each GR and Coordinator report to take back and share with the home group.
- Makes a note of any of the following items to share with the home group:
  - Open positions that need to be filled
  - All motions under new and old business
  - Upcoming events

## Reporting Back to the Home Group

- Where the Weekly Meeting Agenda (see *Al-Anon/Alateen Groups at Work*, p. 10) calls for Al-Anon related announcements/reports, plan to allocate 5 minutes to discuss necessary business (Group, District, or Area). Keeps notes brief to avoid taking up too much meeting time. Breaks down the information into short bullet points and has all reports printed and available for any member to read. Has more detailed reports from the District Meeting available for review as needed.
- The GR's report should consist of highlights from each report presented by the DR, GRs, and Coordinators at the District Meeting:
  - District Treasurer Reports (summarize and keep it simple)
  - Any motions voted on at the District Meeting
- Using Knowledge-Based Decision Making (KBDM), conducts timely group conscience votes to support deadlines from the District and Area.

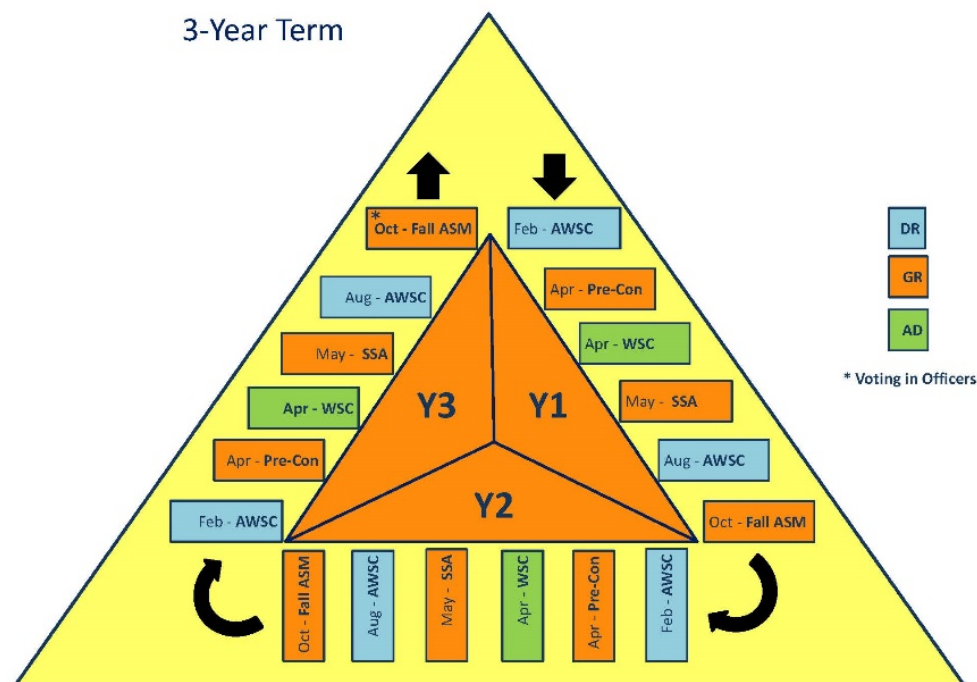
## Commitment and Principles

The spiritual principles that the GR must now demonstrate as a trusted servant of the Al-Anon service structure include willingness, honesty, consideration of others, thoughtfulness, love, tolerance, and basic etiquette.

- When the GR is unable to attend a required event, does the GR arrange for the Alternate GR to be there?
- Does the GR keep the Alternate GR well informed and involved?
- Does the GR attend as many service activities as possible to become better informed?
- Is the GR able to offer suggestions lovingly and based on the application of the legacies? Does the GR practice principles above personalities?



## Rotation of Service



In most Groups, the GR is elected to a 3-year term, which usually runs concurrently with the Area rotation. DRs and Area Officers likewise serve 3-year terms. Rotation is a vital method we have; it avoids dominance, power, prestige, and personal recognition.

## Local Al-Anon Information Services Offices (AIS)/Intergroup

Intergroups provide services for local Al-Anon Family Groups and members and are supported by the Groups in the communities they serve. If the Group does not have an Alternate GR, the GR should consider keeping in touch with their local AIS.

These offices provide such services as:

- Receiving, arranging, and following up Twelfth Step calls
- Answering inquiries about Al-Anon
- Establishing local Public Information committees
- Providing a newsletter
- Ordering, selling, and distributing Al-Anon Conference Approved Literature

## The Informed Group Conscience

The Group Conscience strives for unanimity through the practice of our spiritual principles. To be fully informed requires a willingness to listen to minority opinions through full discussion. On sensitive issues, the Group works slowly, discouraging formal motions until the Group has a clear sense of its views. Placing principles before personalities, the Group is wary of dominant opinions. The Group Conscience is the aggregate of experience a Group develops after applying the Traditions and Concepts to a question. The difference between a Group Conscience and a majority vote or Group opinion is that one or more of the elements described below are missing.

**Concept Five:** The rights of appeal and petition protect minorities and insure that they be heard.

### Service Sponsorship

A service sponsor is someone who is knowledgeable in Al-Anon history and has a strong background in our service structure. A service sponsor helps their service sponsee learn about Al-Anon service, the traditions, the concepts, and think through critical issues affecting their Group. It's suggested a new GR has a service sponsor whom they can speak with about any of their service-related activities, interests, and challenges.

## Section IV. The District

### Structure and Function

Washington Area has 27 active districts. For more information, see Sections 5I-1 to 5I-5 of the *Washington Area Handbook*. GRs are members of their local District. The District Meetings are usually held once a month. Typically, the meetings are attended by the District Representative (DR), Alternate DR, Group Representatives (GRs), Alternate GRs, and Coordinators. Sometimes other Al-Anon members and/or an AIS representative may attend. GRs share with others how they resolve issues. Whatever information is gathered at this meeting, the DR takes back to the AWSC.

Although each District determines the format for the order of business autonomously, a meeting generally includes:

- Reports to the GRs from the DR
- Reports from the Groups via the GRs
- Discussion of Group problems
- Discussion of the agenda of the previous or upcoming Assembly
- Discussions of special events such as workshops, AWSCs, Assemblies, and the Speaker Convention

### The District Representative

Each district elects a District Representative (DR), who conducts the District meetings and is a member of the Area World Service Committee. They guide, mentor, mediate, and facilitate service involvement of the groups, to attract participation in the worldwide fellowship, and to implement and follow through on plans and actions that further the growth and health of the groups in developing an informed group conscience. They assist the efforts of the GRs by bringing their concerns to Area World Service Committee (AWSC) meetings. DRs are elected by the GRs in their District for a 3-year term beginning in January. Please see the *Al-Anon/Alateen Service Manual* for a complete description of DRs and their duties.

## Section V. Washington Area Business Meetings

### Area World Service Committee Meetings and Assemblies Overview

There are two Area World Service Committee (AWSC) meetings and three Assemblies each year. AWSC meetings are comprised of the Area Officers/Coordinators, District Representatives, Al-Anon Information Services (AIS) Liaisons, and the Washington Area Alateen Conference (WAAC) Chair. All the above votes. The meetings (assemblies) are held the first (third) weekend in February and the first weekend in August. Our districts take turns hosting AWSC meetings.

## Assemblies

Washington Area has three assemblies each year: Pre-Conference (Pre-Con), Summer Seminar Assembly, and Fall Assembly. Area Officers/Coordinators, District Representatives (DRs), AIS Liaisons, WAAC Chair, and both Al-Anon/Alateen Group Representatives (GRs) or their alternates attend. This is where we voice our opinions and vote on issues. Each group provides its GR with sufficient funds to fulfill the GR duties, including participation in the Assembly.

### Pre-Conference Assembly (Pre-Con)

Pre-Conference is a one-day assembly normally held on Saturday from 9 a.m. to 5 p.m., starting with optional Friday night events. Pre-Con is held on the first weekend in April, or if it interferes with Easter, the last weekend in March. It allows all groups to hear and speak to issues, motions, etc. that may be discussed at the World Service Conference (WSC) held later in April. Our Area Delegate is our voice at the WSC. It is expected the District Representatives give a 2-minute report.

### Summer Seminar Assembly (SSA)

SSA is held on the third weekend in May. It has a dual purpose, primarily to provide the Delegate's report from the WSC and is an opportunity for all members to learn more about the Al-Anon service structure. This is a weekend Assembly, starting with a casual Friday evening get together and ending at 12:00 noon on Sunday.

### Fall Assembly

Fall Assembly is held on the first weekend in October. It allows GRs to vote on motions, next year's budget, and hear other reports. This is a weekend assembly, starting Friday evening and ending Sunday at 12:00 noon. Area Officers are elected by the GRs every 3 years at Fall Assembly.

**Concept Five:** The rights of appeal and petition protect minorities and insure that they be heard.

## Area Decision-Making Process: Motions, Discussion Topics, and Floor Motions

The purpose of a discussion item is to allow the members time to fully reflect on and explore an issue. The purpose of a motion is to formalize a decision, via vote, to which the Area is then bound.

### How It Works

- Discussion items and motions can originate with any member.
- It's suggested to use the Knowledge-Based Decision Making (KBDM) Questions and include them in background information for discussion. This is sent to the Area Chairperson at least one month prior to the next AWSC meeting.
- The AWSC will vote to forward discussion items and motions to next Assembly agenda.

- A floor motion is not an agenda item and has not been voted on by the groups and thus should be treated with restraint. For current voting procedures, please see p. 20.

**Tradition Six:** ... Although a separate entity, we should always co-operate with Alcoholics Anonymous.

### Al-Anon Participation Service Assembly

Pacific Region Alcoholics Anonymous Service Assembly (PRAASA): PRAASA is held on the first weekend of March. It is hosted by a different A.A. Area each year; this is a Service Assembly with Al-Anon participation. See *Guidelines: Cooperation between Al-Anon and A.A. (G-3)* and *Guidelines: Al-Anon/Alateen Participation in an A.A. Convention (G-7)* found at [www.al-anon.org](http://www.al-anon.org)

### Area Elected Officers

Officers are elected every third year, as shown in the Rotations of Service diagram, at Fall Assembly.

**Delegate** ([delegate@wa-al-anon.org](mailto:delegate@wa-al-anon.org)): Provides leadership to the Area by being involved in Area functions to the fullest extent possible, attends the Northwest Regional Delegates Meeting, and keeps an open line of communication between the World Service Conference (WSC) and Groups. Distributes Conference agenda items to Groups for their discussion and input, attends Pre-Conferences, and then carries our Area's collective conscience to the WSC in April. Upon return from the WSC, the Delegate reports back to the Groups at Summer Seminar Assembly.

**Alternate Area Delegate** ([alt-delegate@wa-al-anon.org](mailto:alt-delegate@wa-al-anon.org)): The Delegate shares information where appropriate with the Alternate Delegate. Coordinates with the Delegate on Area issues; attends the Northwest Regional Delegates Meeting, and is available to chair or work on special projects; is Chair of the Budget Committee.

**Area Chair** ([chair@wa-al-anon.org](mailto:chair@wa-al-anon.org)): Assumes a leadership role within the Area by organizing, setting the agenda, and chairing AWSCs and Assemblies. Keeps Alternate Chair informed. Receives District minutes and corresponds with the Districts regarding their questions and concerns.

**Alternate Area Chair** ([alt-chair@wa-al-anon.org](mailto:alt-chair@wa-al-anon.org)): Receives all correspondence from the Chair that is sent from the Area. Coordinates with the Chairperson on information pertinent to the Area. Is available to chair or work on special projects.

**Secretary** ([secretary@wa-al-anon.org](mailto:secretary@wa-al-anon.org)): Attends AWSCs and Area Assemblies and records the proceedings for the minutes, using notes, digital recorders, and written reports. Emails minutes to the DRs, Area Officers and Coordinators, and Past Delegates.



**Area Treasurer** ([treasurer@wa-al-anon.org](mailto:treasurer@wa-al-anon.org)): Informs the Area of financial matters. Has the ability to project increased costs of the Area, what is possible as far as future spending, and cost comparisons with past spending. Analyzes and points out all money-related issues as they arise. Receives and records contributions from Groups by District. Is available to participate in service functions to discuss our Seventh Tradition, discuss a monthly contribution, and to provide information on Area finances. The Area Treasurer coordinates with the Alternate Delegate on contracts and the Budget Committee.

### Chair-Appointed Coordinators

**Alateen Coordinator** ([alateen@wa-al-anon.org](mailto:alateen@wa-al-anon.org)): Duties include: share information and encourage, motivate, and train potential Alateen sponsors. Conducts workshops or meetings after the business portion of Assemblies at Area functions.

**Alateen Safety Coordinator (Area Alateen Process Person (AAPP))** ([alateen-safety@wa-al-anon.org](mailto:alateen-safety@wa-al-anon.org)): Is the designated Alateen contact with WSO Group Records Department for Alateen forms and processes all Alateen group and AMIAS information. At the Area level, collaborates with Alateen and Group Records Coordinators.

**Archives Coordinator** ([archivist@wa-al-anon.org](mailto:archivist@wa-al-anon.org)): Works closely with the Custodial Archivist to collect, organize, store, maintain, and display historical files and materials pertinent to the Area and to Al-Anon in general. The duties of the Archivist may include the management of the archives repository.

**Custodial Archivist (Non-Panel member)**: Maintains and schedules a portable display of historical materials that are to be made available to Al-Anon service functions. Works closely with the Area Archives Coordinator to collect, organize, store, maintain, and display historical files and materials pertinent to the Area and to Al-Anon in general. The duties of the Archivist may include the management of the archives repository.

**Group Records Coordinator** ([group-records@wa-al-anon.org](mailto:group-records@wa-al-anon.org)): Coordinates meeting record changes between groups and the WSO. Ensures that groups are correctly accounted for on the Washington Area Website. Participates in the information link between DRs, Groups, and local AISs regarding openings of new meetings and closures of disbanded meetings.

**Literature Coordinator** ([literature@wa-al-anon.org](mailto:literature@wa-al-anon.org)): Gives informed talk on Al-Anon literature when asked, encourages Groups to subscribe to the *Forum*, and promotes its value as a tool for Groups and individual members. Is willing to conduct writing workshops and encourages members to submit personal sharings for publication.

**Newsletter Editor** ([newsletter@wa-al-anon.org](mailto:newsletter@wa-al-anon.org)): The editor maintains a current address list of all subscribers, receives, formats, and edits news received from the Area and prepares each issue.

**Public Outreach Coordinator** ([outreach@wa-al-anon.org](mailto:outreach@wa-al-anon.org)): Coordinates efforts to provide information to the public, professional community, and institutions about what Al-Anon is and is not, as well as where to find meetings and resources. Works with districts to explore various ways members can participate through attraction, not promotion, in doing outreach.

**Website Coordinator** ([webeditor@wa-al-anon.org](mailto:webeditor@wa-al-anon.org)): Is responsible for content and maintenance of the Area Website and Area email system (Area Website is [www.wa-al-anon.org](http://www.wa-al-anon.org)).



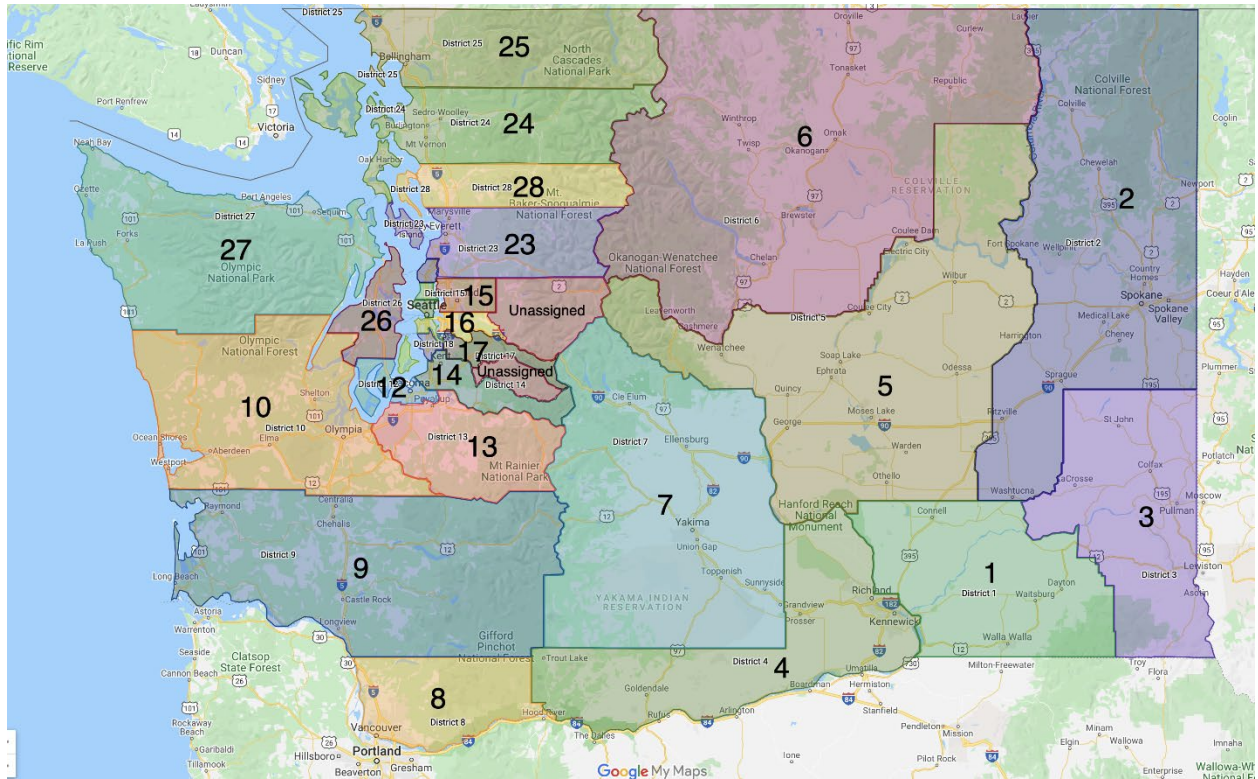
**WAAC Chair** ([waac-chair@wa-al-anon.org](mailto:waac-chair@wa-al-anon.org)): Assumes a leadership role within the WAAC Committee by organizing, setting the agenda, and chairing the WAAC Committee planning meetings and keeps the Alternate Alateen Chair informed.

Note: The job descriptions are not voted on by the Assembly. To find a completed listing of duties, refer to the current *Al-Anon/Alateen Service Manual* and the *Washington Area Handbook*.

## Section VI. The Area and Beyond

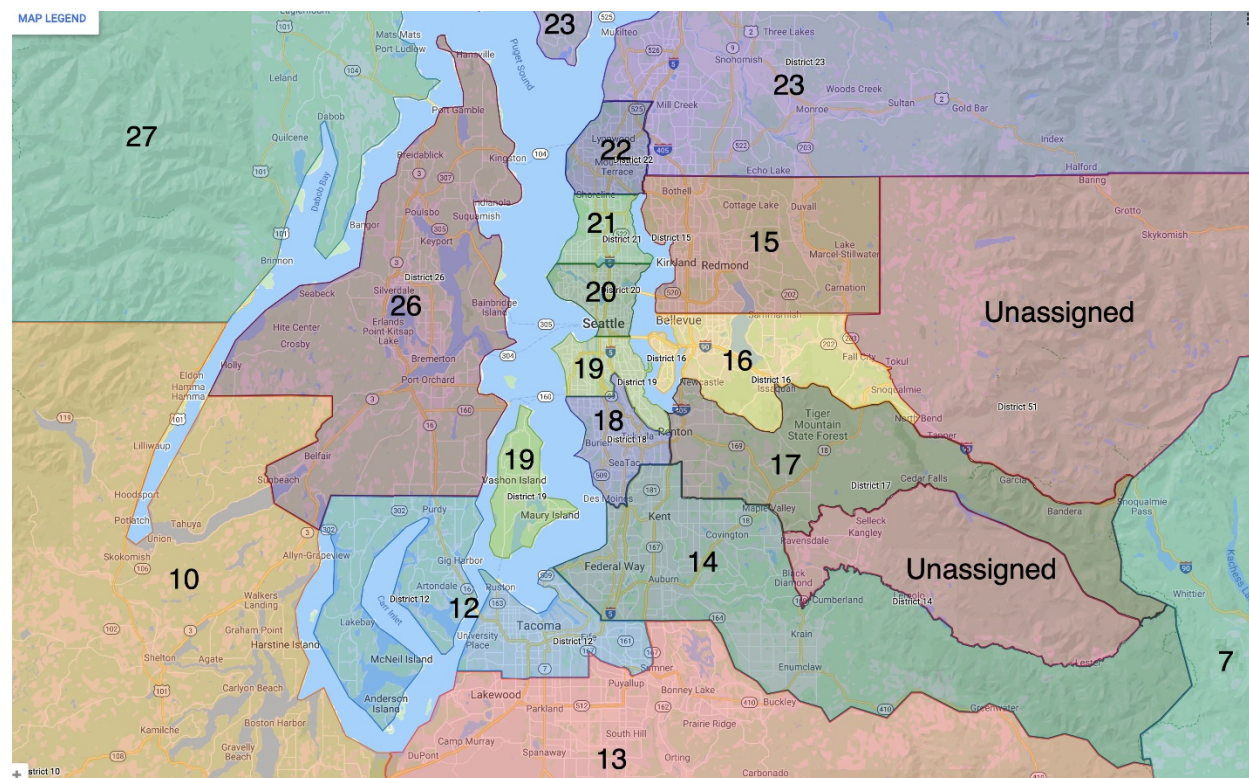
### The Area

The United States is currently made up of 56 Areas and one U.S. Territory; Canada has 10 Areas (Areas are divided into Districts). Washington Area has 26 active Districts; and 2 Al-Anon Information Services (AIS): Greater Seattle and Pierce County. For more information, see Sections 5I-1 to 5I-5 of the *Washington Area Handbook*. There are approximately 350 active Al-Anon groups and 25 active Alateen groups in Washington Area.



## Greater Seattle Districts

Note: District 51 does not exist.



## The Regions

The Areas in the United States and Canada are separated into nine Regions. Washington Area is in the US Northwest Region. The region includes Alaska, Idaho, Montana, Nebraska, North Dakota, South Dakota, Oregon, Wyoming, and Washington.

# North American Al-Anon Regions

Canada West	Canada Central	Canada East
US Northwest	US North Central	US Northeast
US Southwest	US South Central	US Southeast





## The World Service Conference

Each Area elects a Delegate to serve them at the annual World Service Conference (WSC) in Virginia Beach, usually in April, where the broad issues of Al-Anon as a whole are addressed. There is a total of 67 Delegates, one for each Area, throughout the United States and Canada. The Delegates are elected for a 3-year term with about one-third elected each year, which provides both continuity and rotation. In 1985, the WSC voted to make the Conference member ratio two-thirds elected Delegates to one-third Staff and Volunteers. This is explained more in Concept Seven.

The voting members of the Conference are:

- The 67 Area Delegates
- The 16 members that make-up the Board of Trustees
- The Executive Committee
- World Service Staff Members
- Non-voting Staff Members
- Chairperson of the Executive Committee for Real Property Management (ECRPM)
- International Guests

For more information, please refer to the current *World Service Conference Summary*.

## The Board of Trustees

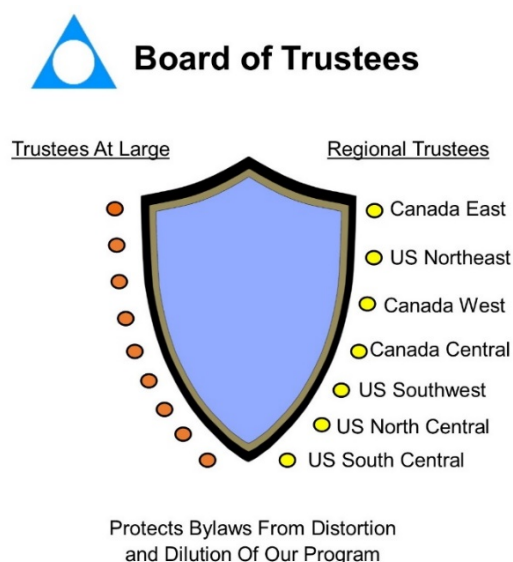
Trustees serve a 3-year term and a maximum of 2 terms. With the members of the Executive Committee, the Trustees direct the business operations of the World Service Office as instructed in the Bylaws of the AFG Headquarters. They guard against dilution or distortion of our program.

**Trustee at Large (TAL):** Résumés are submitted directly to WSO in August each year. The members of the Conference Committee on Trustees (CCT) review these résumés and score each based on general required skill sets, the demonstrated understanding of the current needs of the Board, and the ability to communicate effectively. Then potential candidates are presented to the Board for consideration.

**Regional Trustee (RT):** résumés are submitted in August to their respective Areas, the qualifying résumé is submitted to the WSO by the Area Delegate. Résumés are scored by the Regional Committee on Trustees and the Nominating Committee. The selected candidates are presented to the Board for consideration. The Board of Trustees elects nominees at its annual meeting, then presented to the WSC for traditional approval.

## Meet the Board

This event held in October is to allow the fellowship to meet the Board of Trustee members and learn what the Board does. To request the Board visit your Area, a Bid must be submitted by the middle of



September (the previous year) to WSO. Some of the Bid criteria are as follows: major airport access, minimum 100 attendees, and Areas who have previously hosted will not be considered again. For more information, see the current *World Service Conference Summary*.

### Al-Anon International Service Structure Outside the US/Canada

Al-Anon is a worldwide organization which includes:

**National Service Committee:** is comprised of Al-Anon members who are empowered by their groups in a country to form a national service structure. This committee ends when a General Service Office begins.

**General Service Office (GSO):** are connected to WSO through the International Coordination Committee.

**International Coordination Committee (ICC):** is an advisory committee to the Board of Trustees. Its purpose is to support international growth and maintain the worldwide unity of Al-Anon and Alateen. This meeting is held three times a year, with additional Web meetings as needed.

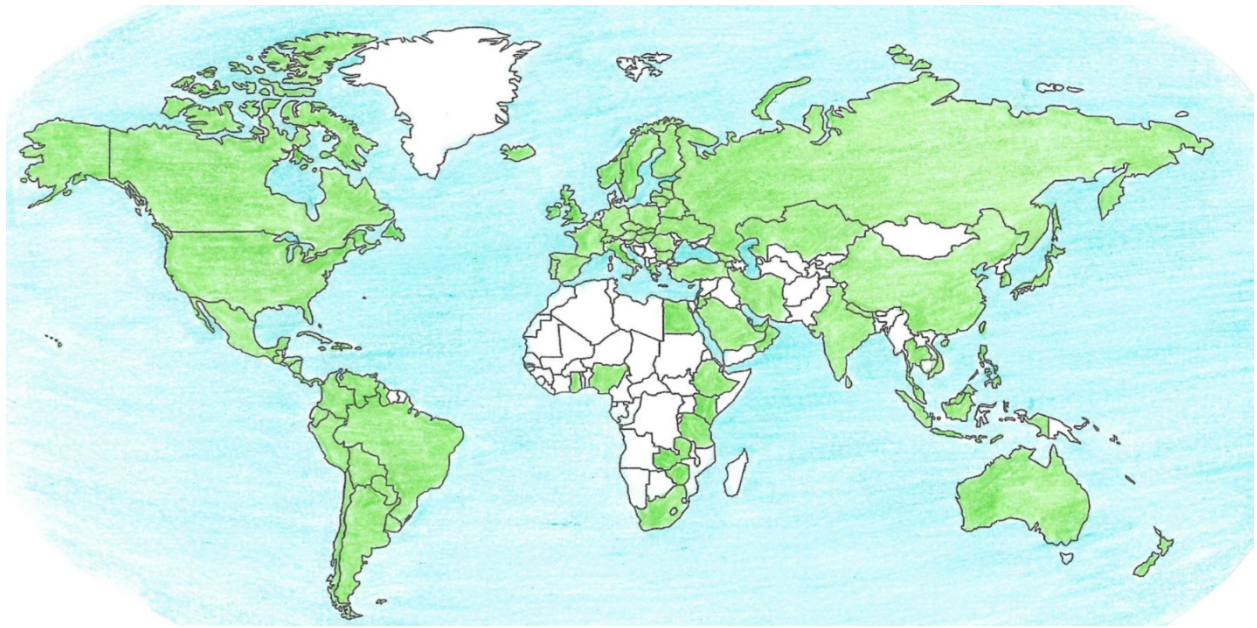
**Zonal Meetings:** are hosted and attended by committee members from Central America, Europe, and South America. It is an opportunity to meet face-to-face with WSO and participate in question and answer sessions. One Staff member and one Board member from WSO attends each Zonal meeting.

**International Al-Anon General Services Meeting (IAGSM):** GSOs, national service structures, ICC members, and a Trustee from the United States and Canada meet to share the experience of the Al-Anon national service structure around the world through its Delegates. This meeting's purpose is to pass along any recommendations through the ICC to the Board of Trustees every other year. This is not a decision-making body.

## Al-Anon Worldwide

### Countries with Al-Anon Meetings

Albania	Ghana	Panama
Antigua & Barbuda	Greece	Paraguay
Argentina	Grenada	Peru
Aruba	Guatemala	Philippines
Austria	Guernsey	Poland
Australia	Guyana	Portugal
Bahamas	Haiti	Qatar
Bahrain	Honduras	Romania
Barbados	Hong Kong	Russia
Belarus	Hungary	Saint Kitts & Nevis
Belgium	Iceland	Saudi Arabia
Belize	India	Siberia
Bermuda	Indonesia	Singapore
Brazil	Iran	Saint Maarten
British Virgin Islands	Ireland	Slovakia
Bulgaria	Israel	Slovenia
Canada	Italy	South Africa
Cayman Islands	Jamaica	South Korea
Chile	Japan	Spain
China	Jersey	Sri Lanka
Colombia	Jordan	Sweden
Costa Rica	Kazakhstan	Switzerland
Croatia	Kenya	Tahiti
Curacao	Latvia	Taiwan
Cyprus	Lesotho	Tanzania
Czech Republic	Lithuania	Thailand
Denmark	Luxembourg	Trinidad & Tobago
Dominica	Malaysia	Turkey
Dominican Republic	Malta	Turks & Caicos Islands
Ecuador	Mauritius	Ukraine
Egypt	Mexico	United Arab Emirates
El Salvador	Nepal	United Kingdom & Eire
Estonia	Netherlands	United States
Ethiopia	New Zealand	Uruguay
Fiji	Nicaragua	Venezuela
Finland	Nigeria	Vietnam
France	Norway	Zambia
Georgia	Oman	Zimbabwe
Germany	Palau	



## Resources for the GR

### Sample Report to the Group

My name is \_\_\_\_\_. I am honored to serve as your GR. A GR is a “Group Representative” and is the link between an Al-Anon Family Group and Al-Anon as a whole. It is my responsibility to bring you news and issues that concern Al-Anon as a whole, and to bring our group’s vote and opinions on issues being decided by the whole of Al-Anon.

The District Meeting Occurred on \_\_\_\_\_ at \_\_\_\_\_ (location).

Items of Interest Discussed:

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Items Needing Group Conscious:

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Upcoming Events:

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District Treasurer Report:

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Other information:

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Thank you for letting me be of service.

### Sample Report to at the District Meeting

My name is \_\_\_\_\_ My home group \_\_\_\_\_

Our meeting place/time/ format:

\_\_\_\_\_

Service positions filled within the Group (Report openings or if they are all filled):

\_\_\_\_\_

Group Outreach Projects:

\_\_\_\_\_

Upcoming Group Events:

\_\_\_\_\_

Other Information: (Concerns or things that are going great)

\_\_\_\_\_

Thank you for letting me be of service.



## Knowledge-Based Decision-Making Process to Reach an Informed Group Conscience

### KBDM Quick Reference Tool

Before you begin discussing the issue, the group:

- Announces topic at least 2 weeks in advance
- Decides time issues: set time for meeting and each discussion, and whether to use a timer.
- Considers adopting guidelines, such as: Start and stop on time. Stick to the agenda. No side conversations. Be polite and courteous. Listen: if someone says what you were going to say, don't repeat it. Who has a voice and a vote? What percentage reflects unanimity and a majority?
- Decides who will: 1) facilitate the KBDM process (call on people, keep track of where you are in the process), 2) take notes, and 3) who will summarize (this could be the same person or several people).

Your part? Participate in the dialogue. Practice our principles. Assume goodwill. The issue may require more than one group conscience: practice patience and humility.

### What do we do?

– Discussion and information gathering before deciding –

The issue is first “framed” or introduced by someone familiar with the topic. Then we gather information, ask questions, and have a conversation *before* crafting a solution.

**Exchange Information**—everyone has equal access to the same:

Printed material (e.g., *Service Manual*, past motions, archives from meetings, etc.), and

**Explore the issue using the 5 KBDM questions** (below) as a guide (or this can be assigned to a Thought Force or a committee).

**Summarize** what you learned before moving onto the discussion.

### Discuss

Discuss and offer opinions *based on information already exchanged* and on experience, strength, and hope.

Additional questions may be asked at this time.

**Summarize** the discussion. Then, *before* making a decision or offering a motion:

Has everyone asked all the questions needed for clarity?

Have all opinions, including the minority opinions, been heard?

Does everyone feel they thoroughly understand the topic?

Does everyone feel that an informed group conscience has taken place?

### ***Make a Decision*** (3 possibilities)

Further research or deliberation may be needed about the issue.

Suggestion/Motion may be made (e.g., an informal show of hands, or motion/second, if a large group).

Status Quo (leave as is).

### **Five KBDM Questions**

The answers to the questions below can provide a basis for discussion. They provide common information so everyone can be on the same page. Gather information to these questions.

Anyone can add to them.

#### **What do we know about our members' (and prospective members') needs, wants, and preferences that relate to this issue?**

*(How important is it? Is it what our current members want? How will it affect newcomers? What purpose would this serve? Is it necessary? Is it helpful?)*

#### **What do we know about the resources, our vision for Al-Anon, and our meetings that are relevant to this issue?**

*(What are our resources? Can we afford it? Do we have enough volunteers to make it happen? Do we have any background information in our archives that can help us answer this question?)*

#### **What do we know about our "culture" and "environment" that is relevant to this discussion? In other words--Will our decision be consistent with our principles, policies, and legacies: the Twelve Steps, Traditions, and Concepts? What are the implications of our choices? What are the pros and cons?**

*(How would this affect our meeting? How would this affect our fellowship? Newcomers? Al-Anon (and A.A.) as a whole? Does our Service Manual provide any guidance about this issue? Pros/Cons: The advantages of this change might be? The disadvantages might be?)*

#### **What are the ethical implications of our choices? Would we be practicing our "principles in all our affairs"?**

*(Is our decision legal? Will our decision help us fulfill our primary purpose? If we decide to take any action, will it be the "right" thing to do?)*

#### **What do we wish we knew, but don't?**

*(Might our decision have unintended consequences? We might need to do some additional work or research to help us make a sound decision.)*

After our best efforts to answer these questions, and through listening with open minds and hearts, we trust in each other and our Higher Power and make a decision. Once a decision is made, the entire group supports the decision.

## Discussion and Voting Procedures for Agenda Items

**Motions/Discussion Items:** Motions are to be presented to the Chairperson at least one month prior to the Area World Service Committee Meeting. These motions are then discussed, and a decision is made by the members of the Area World Service Committee to place these motions on the agenda for a final decision. Motions from the floor will only be accepted if it is a time-sensitive situation. It must be in writing and given to the Secretary.

**Voting Members:** The voting members are made up of Group Representatives or any person voted by their group to carry the vote. One vote per group is allowed, and no person who is also a member of Alcoholics Anonymous can vote. The Secretary will take roll by calling on each District Representative, and in response, the District Representative will announce how many voting members are present from that District. A vote will be taken to decide what process will be used to pass a motion (substantial unanimity, a simple majority, etc.).

**Discussion:** Members who wish to speak will line up at the microphones. Please state your first name and your district number. Each member is allowed two minutes to speak and will be allowed one time at the microphone. This discussion time is used to hear the pros and cons or any new information on the issue. As Trusted Servants, we listen carefully to all information so we can make the best decision for Al-Anon as a whole. **KEEP AN OPEN MIND!** Each member is entitled to and should express his/her opinions. **However, if someone else has already stated your perspective, it is not necessary to repeat it!** Each item is given a 30-minute time limit, which will not include the presentation of the motion. If, after 30 minutes, an item hasn't been resolved, it will be turned over to a committee for further investigation. The findings will be presented at the next AWSC meeting.

**Amending a Motion:** If, for some reason, a motion has to be amended, it must be presented to the Secretary in writing. The amendment must be seconded and agreed upon by the person who presented the motion.

**Tabling a Motion:** A simple majority vote can table a motion, and it is rescheduled at the discretion of the chairperson.

**Calling for the Question:** A motion can be made from the microphone by any member to call for the question. If a second is made, the discussion ends, and the chairperson will ask if all sides have been heard (minority/majority). This vote takes a simple majority. If it passes, the Assembly proceeds to vote on the item before them. If it fails, the discussion will continue.

**Voting:** Voting can be done by a voice vote, or if any member requests a paper ballot will be used (updated per approved motion 1990 Fall Assembly).

By group conscience at the 2019 Pre-Conference, the panel 59 Assembly body has decided to use the World Service Conference's method of counting votes. From the *2018 World Service Conference Summary* (p. 15): "Abstentions and voids are not considered votes. Therefore, the number of voting members necessary for substantial unanimity may vary from motion to motion. The number of voting members changes if someone is out of the room. The number of cast votes may change if there are abstentions and voids. The two-thirds is based on the total of yes/no votes cast." When announcing if the motion passed or failed, the number of yes, no, and abstention votes will be stated along with the number of votes required for substantial unanimity.



## Literature and Online Tools

The Al-Anon/Alateen Service Manual

Al-Anon Literature Catalog

Twelve Steps and Twelve Traditions

[www.wa-al-anon.org](http://www.wa-al-anon.org)

- Spanish Translation Equipment Reservation Form is found on the Washington Area Website ([www.al-anon.org](http://www.al-anon.org))

### Guidelines

- Members Interested in Speaking (G-1)
- Beginners' Meeting (G-2)
- Al-Anon Information Services (AIS) (G-4)
- Alateen Meetings in Schools (G-5)
- Al-Anon/Alateen Participation in an A.A. Convention (G-7)
- Taking a Group Inventory (G-8a)
- Taking a Group Inventory: Methods and Reflections (G-8b)
- Public Outreach Service Outreach to Institutions (G-9)
- Public Outreach Service (G-10)
- Group Representatives (G-11)
- Starting an Al-Anon Group (G-12)
- Suggested Programs for Meetings (G-13)
- District Meetings (G-15)
- Alateen Conferences (G-16)
- Literature Distribution Centers (G-18)
- Starting an Alateen Group (G-19)
- Al-Anon/Alateen Area Conventions (G-20)
- The Open Al-Anon Meeting (G-27)
- Public Outreach Service: Outreach to Professionals (G-29)
- Ordering Literature (G-31)
- Alateen Safety Guidelines (G-34)
- Electronic Al-Anon Meeting Guideline (G-39)
- Reserve Fund Guideline (G-41)

### Pamphlets

- Al-Anon Is for Men (P-1)
- Sponsorship, What It's All About (P-31)
- The Twelve Steps and Traditions (P-17)
- Why Anonymity in Al-Anon? (P-33)
- Why Conference Approved Literature? (P-35)
- Al-Anon Fact File (P-36)
- Facts About Alateen (P-41)

- The Al-Anon Focus (P-45)
- Al-Anon Spoken Here (P-53)
- The Concepts—Al-Anon’s Best-Kept Secret? (P-57)
- Al-Anon’s Twelve Traditions Illustrated (P-60)
- Alateens Share with Adults in Their Lives (P-67)
- Service Sponsorship: Working Smarter, Not Harder (P-88)
- Hope & Understanding for Parents & Grandparents (P-94)

### Service Tools

- Information for the Newcomer (S-4)
- Are You Troubled by Someone’s Drinking? (S-17)
- Detachment (S-19)
- Seventh Tradition (S-21)
- Links of Service (S-28)
- Fact Sheet for Professionals English/Spanish (S-37ES)
- Attracting and Cooperating (S-40)
- Joy of Service (S-57)
- Sponsorship—Working Together to Recover (M-78)
- Loving Interchange to Resolve Conflict Wallet Card (S-71)
- Conflict Resolution Using Our Twelve Traditions (S-72)
- Talk to Each Other—Resolving Conflicts within Al-Anon (S-73)

### Outreach Tools

- The Best of Public Outreach
- What Happens after Treatment? (P-81)
- Living in a Shelter? (P-82)
- Doubting Your Sanity? (P-89)
- Fact Sheet for Professionals (S-37-E)
- Facts about Alateen (P-41)
- Are You Troubled by Someone’s Drinking? (S-17)
- Detachment (S-19)
- Al-Anon Faces Alcoholism (AFA)
- Alcoholics, Their Families, and the Judicial System (S-65/S-65c)

## Glossary of Terms

### Al-Anon's Acronyms

AFG	Al-Anon Family Group
ADR	Alternate District Representative
AGR	Alternate Group Representative
AIS	Al-Anon Information Service
AWSC	Area World Service Committee
CAL	Conference Approved Literature
CMA	Current Mailing Address
CPC	Cooperating with the Professional Community
DR	District Representative
GR	Group Representative
IAGSM	International Al-Anon General Services Meeting
ISR	Information Service Representative
KBDM	Knowledge-Based Decision Making
LDC	Literature Distribution Center
LMD	Last Maintenance Date
NCRD	North Central Regional Delegates meeting
NERD	Northeast Regional Delegates meeting
NWRD	Northwest Regional Delegates meeting
ODAT	One Day at a Time
PI	Public Information
PMA	Permanent Mailing Address
RSS	Regional Service Seminar (discontinued in 2010)
SCRD	South Central Regional Delegates meeting
SERD	Southeast Regional Delegates meeting
SWRD	Southwest Regional Delegates meeting
TEAM	Together Empowering Al-Anon Members
WSC	World Service Conference
WSD	World Service Delegate
WSO	World Service Office

A complete description of most of these terms can be found in  
*Al-Anon/Alateen Service Manual: Al-Anon/Alateen Groups at Work*