

Alternate Delegate

- It is helpful to have had the experience of being a GSR and a DCM before standing for Alternate Delegate.
- It is useful to understand and know how to apply the principles of the Traditions and Concepts.
- That experience and working knowledge will aid you in your communications and relationship with the Districts, in your service to the Area, and participation within the service structure.
- There is no definitive sobriety requirement, although the Service Manual suggests five or six years for the Delegate.

1. Familiarize yourself with the Delegate and Alternate Delegate descriptions in the AA Service Manual. The information included there is vital and helpful.
2. Upon election, contact the outgoing Alternate Delegate to transfer experience, materials, information, etc.
3. Attend all Area Assemblies, State Convention, and any other Area events.
4. Attend all Southeastern Regional events: Southeast Regional Forums are held in the fall during our Area's election (*even-numbered*) years, so plan to attend, and make travel arrangements as soon as possible. During *odd-numbered* years, the Southern States Service Assembly will be held in the fall. Plan to attend that, also. In *February of each year (normally the weekend after the GSB January meeting)* the Delegate's Get Together is held in preparation for the General Service Conference, and in *August of each year* the Southeastern Conference is held. These and the aforementioned events are useful in learning, getting informed, and meeting the other Delegates and Alternates you will be serving with.
5. Support, work and communicate with the Delegate often. Shadow him or her as often as possible, and be prepared to attend the General Service Conference if you should be called upon to do so. Help the Delegate cover the area and make reports. Make sure to cover the items in your report not covered during the Delegate's report, specifically from the Regional events. Keep up to date and current on all materials shared with you.
6. Make yourself available to the Districts – attending their committee meetings when invited, and their workshops and events as you are able. Share information and keep in contact. You may be asked to participate in group and district inventories, share on panels at workshops, and tell your story at other events. Listen to what they have to say about the happenings of AA. Receive as well as share input and information.
7. Chair the Pre-Conference Assembly Ad Hoc Committee. With the committee and the Delegate, decide which Conference Agenda items will be covered and how committees will be broken-up. Disperse Conference Agenda Items to all Area Assembly members and share background information with all Area Committee members. You will be expected to chair the PCA portion of the assembly. You will need to work closely with the Area Officers and Standing Committee Chairs to prepare for the PCA. Additional information about the PCA will be provided.

8. Serve on the Area 27 Budget and Finance Committee. You with the other B&F members will be looked upon to help prepare a balanced budget and present it to the Area for approval. This may require conference calls between assemblies with the other B&F members. Also, at assembly you will need to attend the B&F committee meeting to ensure the budget remains balanced throughout the year.

8. Keep up with your budget. One budget is set aside for your assembly expenses which will cover one night stay or two in the case of an Officer's Meeting being scheduled on Friday night. Your regular budget covers travel expenses for the previously mentioned Regional events, and other travel or expenses as they arise. Turn in all receipts to the Area Treasurer for reimbursement, and make sure to stay within your budget. You must submit proposed budget to B&F chair by October 15 of each year.

9. Order literature for the standing committees. You are the contact for all literature orders made by the individual committees that serve the Area. The Area has an account online to order, which information will be made available to you. In order to avoid shipping costs, try (if possible) to bundle orders together as any order over \$500 has free shipping. The committees are responsible for staying within their budget. You may be reimbursed for the order, or you have the option of sending the order in with payment from the treasurer.

10. Remember that you were elected to serve AA as a trusted servant and representative. Best of luck to you!