

## AREA 27 DELEGATE revised 04/2016

The delegate has a demanding job, not only because a large amount of time and work are involved, but because it is the delegate's responsibility to serve the US/Canada Conference as a whole. As voting members of the Conference, delegates bring to its deliberations the experiences and viewpoints of their own areas. Yet they are not representatives of their areas in the usual political sense; after hearing all points of view and becoming fully informed during Conference discussion, they vote in the best interests of A.A. as a whole. (Page S48, The A.A. Service Manual)

TERM: Two years (January 1<sup>st</sup>, odd year – December 31<sup>st</sup>, even year)

### QUALIFICATIONS:

Like other AA members, delegates come in all shapes and sizes. But some characteristics seem to make for well-qualified delegates. For example:

- Several years of active participation in local and area affairs, as a GSR and as a committee member.
- Time available, not only for the week-long Conference meeting in April but for all the efforts needed before and after the Conference.
- Five or six years of continuous sobriety. The sobriety requirement varies from area to area; in any case, a delegate should have been sober long enough to be responsible and informed.
- The ability to make and take suggestions—and criticisms, too.
- Experience in chairing meetings.
- Knowledge of AA affairs, and of where to find the correct information when they do not know the answers.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they apply to local problems.
- The ability to be open-minded, to sit down with AAs in the area and with other delegates to discuss and act on matters vital to AA.

If you are thinking about standing for a term as delegate, ask yourself these questions:

- How well did you do as a GSR? As a committee member? Did you enjoy the responsibilities? Were you active?
- Have you discussed the possibility with your family and your employer? Will the time be available for the amount of work required?
- Are you familiar with this manual? With AA Comes of Age? And of course, with the Twelve Steps, Twelve Traditions, and Twelve Concepts?
- Have you talked with past delegates to get an idea of the time and effort required and the sort of work you will need to do?

-- (Pages S49–S50, The AA Service Manual)

### DUTIES:

#### PREPARE FOR CONFERENCE

Although you may have been involved in A.A. service for some time, don't take your knowledge for granted. Do some reviewing as quickly as possible. Read and reread the service manual, A.A. Comes of Age, and Twelve Concepts for World Service and the conference charter. Get copies of the full Conference Reports for the past two or three years for further study. Seek out some past delegates to share their experience. (Page S50, The A.A. Service Manual)

- There is a major amount of time needed to prepare to attend Conference. This process begins with a communication from GSO letting the delegates know their conference committee assignments. Later, after the January General Service Board meeting, the Conference Agenda is finalized. The Agenda is usually first communicated to delegates in our region at the annual Delegate Get-together, held over a weekend in early February each year. It is discussed in 2 below. Review all background material if possible its expected of you to be well-informed on all agenda items. Pay special attention to your assigned committee background material.
- In addition, the GSO Conference desk will forward a number of checklists and items for you to complete, many with different due dates. Among them will be a travel itinerary, travel reimbursement, and information regarding the Area's financial contribution for the delegate's expenses. When this package arrives, it is important to review it, schedule the deadlines, and comply with them.

- After the Southeast Regional Delegate Get-Together, circulate the Conference Agenda to the Area Assembly, and provide the background materials from GSO to Area Committee members (or dispense to the Alternate Delegate, who as the PCA Chair will distribute). The scope and method of providing materials to Assembly members is at your discretion.
- Once the Area Committee has the agenda, it is your responsibility to inform the Area groups of the agenda, including the significance and meaning of each item. In turn, you become informed of the Area Groups' collective group consciousness.
- First-year delegates, they will be assigned a second-year delegate as a "Conference Buddy." This is usually someone from another Region. When you are a second-year delegate, you will be a conference buddy for an incoming first-year delegate. It is a good thing to make contact with your buddy as soon as you find out who it is. There are lists providing full contact info on all conference members. In addition, at the SER Delegates' Get-Together, SER Conference Buddies are chosen to pair up between panels and provide you with a buddy you may already know from regional events.

### **ATTEND CONFERENCE IN NYC**

This is an annual event that will require time away from a Friday, through the following week's Sunday. You will have quite a bit of activity leading up to the conference as well, as described in 1 above.

**Note:** If you're elected Conference Committee Chair, be prepared to attend the five day General Service Board meeting and committee chair orientation in New York City, the end of January the following year. Some committees allow the members to stand for chair, some don't everyone stands members vote on who they would like to see chair the following conference committee; election is by majority, second is alt. chair. In addition, it's possible if you're not elected a committee chair you may be picked as Conference Delegate Chair. Members that are not elected to chair their committee names go into a hat first name out is Delegate Chair, next name will be Alt. Chair they attend the GSB weekend in January also.

### **RECEIVE, REVIEW AND RESPOND TO MATERIALS FROM GSO, GENERAL SERVICE BOARD AND A.A.W.S./ HELP GSO, GSB AND AAWs IN OBTAINING NEEDED INFORMATION**

- The delegate is the contact point between our area groups, districts, and assembly, and the Conference. GSO, acting for the General Service Board, will provide substantial materials to you over the course of your term. Many require passing on or distribution to others in the area.
- One of the items you get is new group registration forms. When a new group registers with GSO, the delegate is informed. Among other things, this is an opportunity for the delegate to welcome the new group, alert the DCM in the relevant district, and if there are issues on whether the new group is actually an AA group, those can be assessed here. Typically, it is very good to communicate with the new group's GSR right away, and get the group looped into the District and Area service structure.

### **PREPARE FOR AND SUPPORT THE AREA ASSEMBLY**

- The delegate has several roles and duties at the Area Assembly:
- Attend the Friday evening officers meeting (when held) with any concerns, items of interest, or tasking's.
- Attend any joint AA/Al Anon meetings when scheduled.
- Attend and make necessary presentations at the Area Committee Meeting.
- Prepare for and present the Delegate's General Sharing Session.
- Attend and participate as necessary in Assembly Committee meetings.
- Attend any scheduled workshops.
- Attend the evening AA speaker meeting.
- Present a Delegate's Report and participate as necessary in the Sunday Business Meeting.
- Submit proposed budget to B&F chair each year upon request.
- Chair, with the Alternate Delegate, the DCM-Delegate Orientation/Sharing

### **COMMUNICATE WITH AREA COMMITTEE; SHARE ENTHUSIASM!**

The delegate sets the example. One great source on the scope and nature of your leadership role can be found in Bill's essay on leadership, found in the Service Manual within the discussion on Concept IX.

### **ATTEND ALL AREA AND REGIONAL SERVICE MEETINGS, ANNUAL DELEGATES' GET-TOGETHER AND LOUISIANA STATE CONVENTION**

- There are presently four area assemblies that occur over four weekends throughout each year.

- **Delegates Get-Together:** Early every February, past and current delegates from our Region meet for a weekend. Alternate delegates attend as well. Recently, that meeting has occurred in Atlanta. It is an opportunity for sharing of a wealth of experience, strength and hope. Our region does a very solid job of preparing incoming delegates, and this get together is a very important aspect of it
- **SSAASA:** During odd-numbered years, usually in the winter, a Southern States AA Service Assembly is held somewhere in the region. This event is held so that areas can share service questions, experience, ideas, problems, and solutions.
- **Forum:** During even-numbered years, usually in the winter, a Southeast Regional Forum will occur. It rotates among areas, so travel will usually be necessary. GSO puts on this event, and usually they are very informative and worthwhile. Sitting delegates usually participate in presenting a workshop.
- **State Convention:** Finally, like all members of the Area Committee, the delegate is expected to attend the annual Louisiana State Convention.

### **BE AVAILABLE FOR WORKSHOPS, DELEGATE SHARING, INVENTORIES, AND A HOST OF OTHER ACTIVITIES**

The delegate should attempt to be available for a delegate sharing session everywhere one is requested, and certainly each major metropolitan area in the state. In addition, you will likely be asked to participate in many group, district, intergroup and similar activities. These will likely include inventories by groups, districts, and Intergroups, and workshops and speaking engagements.

### **HELP THE AREA FIND FINANCIAL SUPPORT**

This requires familiarity with our Seventh Tradition, as well as the financial status of our General Service Board and Area. You will receive quarterly contribution reports from GSO, which lists contributions from each group, as listed by district. This is a useful and informative tool to share and facilitate discussion.

### **PROVIDE LEADERSHIP FOR LOCAL ISSUES AND SOLVE PROBLEMS**

There will be local issues. Often the delegate is asked to participate in group or district workshops and inventories. Moreover, visibility and actual attendance at as many district meetings, workshops, or other events such as local conventions, roundups and get-togethers as is reasonably possible is encouraged. This definitely includes those events where the delegate is not a speaker, on a panel, etc. The more you are out and about, the better you can assess the collective group conscious of our groups.

### **REMIND GSRs AND MEMBERS TO INFORM THEIR GROUPS ABOUT GRAPEVINE AND CONFERENCE APPROVED LITERATURE**

The delegate has this primary responsibility. In our area, much of the responsibility is delegated to our alternate delegate who also serves as literature coordinator. However, the delegate is the point person.

### **VISIT GROUPS AND DISTRICTS WHEN INVITED/ SHARE WITH AND GET FEEDBACK FROM GSRs, AND AREA COMMITTEE MEMBERS**

Funds are included in your budget to visit other areas of the state to present orientation on the Assembly, coordinate visit with GSRs and DCMs. Working closely with the districts and DCMs is a vital part of being delegate.

### **CONDUCT THIRD-LEGACY ELECTIONS FOR OPEN POSITIONS AT THE AREA ASSEMBLY, INCLUDING INCOMING DELEGATE AND OFFICERS:**

Become intimately familiar with Third Legacy Procedures and the manner of conducting the election. This includes gathering the necessary materials and people to assist.

### **HELP THE NEW DELEGATE-ELECT ROTATE IN**

This is hugely important. It begins at the very beginning your term. Make sure that the alternate delegate meets the other delegates at the delegate get-together, and keep the alternate delegate [and the area committee] up to speed. The alternate should be familiar enough to step in for you at any time, in the event of unexpected developments in your life. The alternate should often accompany you, and participate in presenting delegate reports, workshops, panels, etc. At the end of your term, and once new officers are elected, communicate the names, contact information, and offices of the new slate of officers and committee chairs to GSO.

