



Al-Anon Family Groups, BC/Yukon Area District Representative's Guide to the Area World Service Committee Meeting

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AREA WORLD SERVICE COMMITTEE MEETING

Structure of the Al-Anon Fellowship (Links of Service)

These links of service/communication provide each group a voice in all Al-Anon discussions at the annual World Service Conference and ensures each member has access to the experience, strength and hope of the larger fellowship. See Page 171 of the *2018-2021 Service Manual* for a representation of the service structure for Al-Anon.

Purpose of AWSCM

Area World Service Committee Meeting (AWSCM) is held in BC/Yukon Area once a year at the end of May. The meetings are held in various locations throughout the BC/Yukon Area to provide opportunities for members in communities outside the Lower Mainland an opportunity to participate in service and attend a service meeting. The meeting was previously called “District Representatives Meeting” because it is intended to facilitate communication between the Groups, Districts, Area and World Service. Issues concerning Al-Anon members are discussed and the AWSC may make recommendations for further action/discussion to prepare for Assembly in September. District Representatives continue discussions with Group Representatives after AWSCM.

Because the groups have the final voice, voting is not usually done at AWSCM. Voting is the responsibility of Group Representatives at Assembly after thorough discussion with group members. The District Representative is an important link to ensure members are fully informed before making decisions.

Who is a member of the Area World Service Committee?

The Area World Service Committee is made up of:

- 30 District Representatives,
- Area Officers: Delegate, Alternate Delegate, Chair, Treasurer, Secretary
- Area Coordinators: Group Records, Public Outreach, Literature, Archives, Bulletin, Website, Alateen, Area Alateen Process Person (AAPP) & Public Outreach, Institutions
- Liaisons: Al-Anon Information Service (AIS) and Literature Depot Centres (LDC) for Vancouver, Victoria, and Kelowna

These members meet once a year to discuss the activities taking place in groups around the area and work together to share information and resources throughout the Al-Anon structure.

How do the lines of communication work in Al-Anon service structure?

District Representatives act as the voice of Groups in each district that may have information or questions to share with the Area service members or with the World Service Committee (via your Delegate).

The Area Officers conduct the day-to-day business of Al-Anon at the Area level.

The Area Coordinators and liaison members will make themselves available to offer support to groups related to their area of service.

The Delegate will present a report from his/her attendance at the World Service Conference to share what is happening to serve members from the World Service perspective.

DISTRICT REPRESENTATIVE'S ROLE

What is the role of the District Representative?

- **Read the agenda and discussion topics.** Background information will be included in the Bulletin and should be discussed with the Group Representatives in your district so you can represent their thoughts and ideas during the discussions at AWSCM.
- **Read the "Consent Agenda" and note any errors or omissions:** The consent agenda consists of officer and coordinator reports as well as minutes from the previous AWSCM. These are included in the May edition of the BC/Yukon Area Bulletin.
- **Prepare a report.** You will be asked to give a brief report from your district. (3-5 minutes) Your report should include highlights, successes, great ideas as well as challenges and/or conflicts. A written report can also be submitted to the BC/Yukon Bulletin.
- **Write down interesting ideas/comments.** You will hear from other DR's and have an opportunity to hear some great ideas/solutions from other districts who share similar experiences.
- **Learn about resources available.** You will also have access to officers and coordinators who have resources to help you in your role as district representative. If you have feedback for them coming from your district, now is a great time to have those conversations.
- **Prepare a report to take to your GR's.** You are expected to share what you learn with the group representatives in your district at future district meetings or however it works best in your district.

What do I need to know?

- As District Representative, you are an important link for communication between the groups in your district and the Area & World Service Office. Without you, your groups are missing out on many opportunities for growth through sharing the best Al-Anon has to offer.
- Area World Service Committee Meeting (AWSCM) used to be called “DR meeting”. Its purpose is to ensure communication from the Area and World Service Office reaches the groups in your district. Communication works both ways – it is an opportunity to communicate thoughts, ideas, problems and concerns from the groups in your district to the BC/Yukon Area and the Al-Anon World Service Office.
- If your district has ample funds, they will reimburse your costs to attend AWSCM.
- If your district is not able to fund your attendance at AWSCM, your expenses for travel and hotel will be paid by the Area (gas receipts and hotel at double rate) Your district should pay for your meals and any other out of pocket expenses required for your attendance. For reimbursement from the Area funds, you will need to fill out an expense sheet with your hotel receipt and gas receipt attached. Rather than wait until you get home to submit expenses, you can fill up your gas tank at home, fill it again at your destination and then use the amount of gas used to travel there to calculate the cost of your gas for travel both ways, or you can simply double the cost of the second receipt. Expense forms are provided by the treasurer and cheques can be obtained before you go home.
- For remote districts requiring travel by air, please contact the treasurer at least one month in advance to request approval for reimbursement. This step is to ensure the Area has funds available.

Who can I ask for help?

- Almost everyone in the room is, or has been, a district representative. If you don't understand something, be sure to ask someone sitting at your table. We encourage you to sit with someone you do not know, a friend you haven't met yet.
- Experience has shown that having a service sponsor will help make your term as District Representative more fulfilling. It is always better to share experiences in Al-Anon!

What should I take with me?

- BC/Yukon Area Bulletin from April and May which includes officer and coordinator reports, liaison reports, previous AWSCM minutes, agenda and background information related to discussion topics.
- *Al-Anon/Alateen Service Manual* (either hard copy or downloaded copy from www.al-anon.org)
- Comfortable clothing (you will be sitting a lot)
- A coffee/tea mug or water bottle
- Pen and notepad
- Current meeting addresses & contact info for meetings in your district
- A copy of this booklet

REPORTING BACK TO YOUR GROUPS

What do I need to take back to my district/group?

- **Ideas** learned from the experience of other district representatives.
- **Resources** available from the area officers and coordinators and how to access them.
- **Highlights** from the Delegate report (World Service Conference)
- **Discussion topics** and the thoughts/opinions that were shared. Inform GR's of the topics to be discussed at Assembly and voting expectations
- **Encourage** participation at Assembly. By sharing what you learn, you will be preparing GR's for their attendance and encouraging active involvement at Assembly

HOW DOES THE MEETING WORK?

What we want to achieve:

- We are all on the same team
- We want you to be successful
- Listen, think and support what is best for Al-Anon regardless of what others are doing.
- All opinions are welcome. You may have a perspective that may help us make a better choice.

How are decisions made?

AWSCM is the committee that discusses issues concerning the Area and makes recommendations for discussions and eventual votes to take place at Assembly each September. In 2008, BC/Yukon Area adopted an approach called Knowledge Based Decision Making (KBDM). In this format, a facilitated discussion allows members to express opinions without judgment or bias. The principles of KBDM are:

- Talk to each other (equality)
- Reason things out (patience)
- Participate in discussions (honesty and generosity)
- Be open minded (understanding and compassion)
- Show respect (acceptance and trust)

Rules of conduct for open discussion:

- 2 minutes at the microphone
- Begin and end each session on time
- No side conversations
- No cell phones
- No distractions
- No applause or expressions of approval or disapproval of speakers
- Express opinions, but not if someone else has already done so
- Stay on topic
- Follow the agenda
- Be courteous
- No scents
- Presume everyone wants what is best for Al-Anon regardless of whether you agree or disagree

How should I introduce myself when speaking at the microphone?

- When speaking at the mic, introduce yourself by first name and last initial (or full name if you wish), district # and name of your city/town. Each person can have one time at the mic per discussion topic.

What is a “consent agenda”?

To save time during AWSCM (and Assembly), we have adopted the use of a Consent Agenda. This means that the Officers’ and Coordinators’ Reports and the minutes of the previous AWSCM (or Assembly) are distributed to the voting members ahead of time for perusal, and then, after any corrections, or identified discussion, a motion and a second to vote on the acceptance of the reports and minutes occurs at the meeting.

These reports are printed in the BC/Yukon Bulletin in April and May prior to AWSCM. DRs are asked to read the reports before Saturday morning of AWSCM. If there are any issues arising from the reports, they can be identified and placed on the agenda for discussion later in the day. The content of the “Consent Agenda” (other than those parts identified for later discussion) are then voted on as accepted or not by the Area World Service Committee members. Note: the Treasurer’s report is not included in the consent agenda.

FREQUENTLY ASKED QUESTIONS

1. If my district pays for my travel, do I have to submit an expense report to the Area?
No, it is not necessary to submit an expense report to the Area Treasurer if your district is able to cover your costs to attend AWSCM.
2. Will I be voting at AWSCM?
Voting is generally done at Assembly by Group Representatives. There will be times that voting needs to be handled at AWSCM, but any votes taken will need to be ratified by GR's at Assembly.
3. Can other members who are not district representatives attend AWSCM?
Yes, all Al-Anon members are welcome and encouraged to participate in AWSCM. However, the area can only pay expenses of the designated AWSC committee members.
4. Why is it important for me to attend? Can't I just get a written report of AWSCM?
There are many useful conversations that take place at AWSCM. It is impossible to capture all the great ideas in a written report. By attending, you have the opportunity to discover interesting ideas that may serve to improve Al-Anon meetings in your district. Fellowship is an important part of Al-Anon recovery. We hope you will discover the fellowship at AWSCM is a wonderful experience.
5. If I have a hotel room with 3 other people, how much can I charge for my hotel room?
Al-Anon funds are intended to pay for the actual costs of the meeting. If you have 4 people in your room, it is expected that you will submit expenses for 1/4 of the cost.
6. If I can't find someone to share a room with, can you help me find a roommate?
You may contact one of the Area Officers if you are unable to find a roommate. There are times when they can match you with another DR in the same circumstance. If there is a medical reason for needing a private room and your district cannot pay the cost, you may contact the Area Treasurer at least one month in advance of AWSCM for approval, to ensure funds are available.
7. If I can't find someone to share a room with, how can I get my expenses paid?
If you are unable to find a roommate, check with your district first to determine if there are funds available to cover the extra costs. If that is not possible, contact the Area Treasurer at least one month before AWSCM to request help with expenses and to ensure funds are available.

8. How can I find a service sponsor to help me with my service position?

There are many members who have participated in service and would be happy to help you on your new journey! Check with service members in your district, or talk with current service members at AWSCM. Almost everyone in the room has something to offer. This is where fellowship can be helpful in choosing the right person for you.

9. Can my district host AWSCM?

YES! To host AWSCM, talk to the Chair and indicate your interest. He/she will provide you with the information to take back to your groups to put together a bid to host. All the requirements are very well laid out and the AWSC members are available to support the success of your district.

10. How can I receive a copy of the BC Yukon Bulletin?

A copy of the BC Yukon Bulletin is emailed to all District Representatives each month who have provided an email address to Group Records with the option of opting out. If you have not received the email, you can sign up from the website www.bcyukon-al-anon.org. The member's page is password protected: User name "member", password "Area81"

11. Will there be a Tradition 7 collection at AWSCM or Assembly?

Yes. If you would like to bring a donation from your district or group, please do so. Of course, you may also add your personal contribution to the collection as well.

AL-ANON/ALATEEN DECLARATION

Let it begin with me.

When anyone, anywhere, reaches out for help,

Let the hand of Al-Anon and Alateen be there,

And let it begin with me.

COMMON ACRONYMS

Here is a list of common Al-Anon acronyms, or initials. This list is to help newer service members to become familiar with our service terminology.

AAPP	Area Alateen Process Person
AFG	Al-Anon Family Groups
AFG,Inc.	Al-Anon Family Group Headquarters, Inc. (World Service Office)
AIS	Al-Anon Information Service
AMIAS	Al-Anon Member involved in Alateen Service
AWSC	Area World Service Committee
AWSCM	Area World Service Committee Meeting
CAL	Conference Approved Literature
CMA	Current mailing address
DR	District Representative
GR	Group Representative
LDC	Literature Depot Centre
ODAT	One Day at a Time
PO	Public Outreach
PSA	Public Service Announcement
WSC	World Service Conference (an event)
WSO	World Service Office (a location)

RESOURCES

Al-Anon Alateen Service Manual 2018-2021

Websites: www.bcyukon-al-anon.org Member Resources page (user name: “member”, password: “Area81”)

<http://al-anon.org/> Members’ Section

Al-Anon Traditions and Concepts of Service: Various Conference Approved Literature (CAL)

BC/Yukon Area Bulletin

2019 BC/Yukon Officers:

Delegate: Lynn B. (D32 Comox Valley)	delegate@bcyukon-al-anon.org
Alternate Delegate: Ally G. (D16&17 Victoria)	altdelegate@bcyukon-al-anon.org
Chair: Owen H. (D1 North Vancouver)	chair@bcyukon-al-anon.ca
Secretary: Cynthia Y. (D6 Port Coquitlam)	secretary@bcyukon-al-anon.ca
Treasurer: Nancy M. (D27 Prince George)	treasurer@bcyukon-al-anon.org

2019 BC/Yukon Coordinators:

Alateen: Michelle W. (D15 Nanaimo)	alateen@bcyukon-al-anon.org
Area Alateen Process Person: Nicky G. (D33 Gibsons)	aapp@bcyukon-al-anon.org
Group Records: Jody S. (D10 Langley)	grouprecords@bcyukon-al-anon.org
Archives: Vacant	archives@bcyukon-al-anon.org
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