



# **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 (also known as WSC). This what our BC/YUKON Delegate attends each year on the Area member's behalf and ensures each member has access to the experience, strength and hope of the larger fellowship. See Page 171 of the *2022-2025 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 as well as hybrid, 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, the Area and World Service. Issues of concern to Al-Anon members are discussed and the AWSC (made up of Officers and Coordinators in the BC/Yukon Area) and they may make recommendations for further action/discussion in preparation 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. In situations that are time sensitive, DRs (trusted servants of their District) may be asked to vote on behalf of their District. (pg. 67 of *Service Manual*).

## Who is a member of the Area World Service Committee (AWSC)

The AWSC 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, Public Outreach, Event, Event Assistant, and Equipment.
- 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) at the World Service Conference annually in April.

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 posted on the BC/Yukon website with links included in the BC/Yukon Area Bulletin. Discussion topics, task & thought force reports 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 will be posted on the BC/Yukon website with links in the BC/Yukon Area Bulletin prior to AWSCM.
- **Prepare a report.** You will be asked to give a 3–5-minute report for your district. Your report should include highlights, successes, great ideas as well as challenges and/or conflicts. A written report can also be submitted for publishing on the Area website.
- **Write down interesting ideas/comments.** You will hear from other DRs 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. At anytime you can email the Officers and Coordinators questions, requests of support, or for participation in your district. Their email addresses can be found in the Bulletin.
- **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 BC/Yukon Area & World Service Office. Without you, your groups are missing out on many opportunities for growth through sharing the best AI-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 AI-Anon World Service Office.
- If your district has allocated funds or has available funds, is expected your district will cover your costs to attend or 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 only (not meals, etc.) may be paid by the Area. Gas/transportation receipts and hotel at double rate are eligible for reimbursement. Please contact the Area Treasurer at least one month in advance to ensure funds are available. If you have missed the one-month deadline, please reach out to see what can be done. Your district should pay for meals and any other out of pocket expenses required for your attendance. To claim expenses from the Area funds, you will need to fill out an expense sheet with your hotel receipt and gas receipt attached. Expense forms are provided by the Treasurer and available on the Area website for download and to print. Cheques can often be obtained before you go home. Ask the Area Treasurer for instructions.
- 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 AI-Anon!

## What should I take with me?

- Download or print documents listed on the website [www.bcyukon-al-anon.org](http://www.bcyukon-al-anon.org) under the heading AWSCM. You will be sent a notice when they are available, and links will be included in the BC/Yukon Area Bulletin in April and/or May. Documents include the AWSCM Agenda, Consent Agenda, Treasurer’s Report and background information related to discussion topics.
- AI-Anon/Alateen Service Manual (either hard copy or downloaded copy from [www.al-anon.org](http://www.al-anon.org))
- No scents. Please be aware of other member’s allergies and sensitivities. We request that no scented products be worn.
- 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.
- An appetite for excitement, learning, and fellowship. You may quietly get up to stretch, hydrate, or use the facilities as needed.

## 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 GRs of the topics to be discussed at Assembly and voting expectations.
- **Share the recap** given or the summary report posted in the Bulletin or on the website at the end of the AWSCM.
- **Encourage** participation at Assembly. By sharing what you learn, you will be preparing GRs 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)

**Five key elements of KBDM:**

- Open communication between leadership and membership.
- Common access to full information to all decision-makers.
- Dialogue before deliberation.
- Existence in a culture of trust.
- Confidence in the competency of our partners.
- Presume goodwill.

**Rules of conduct for open discussion:**

- 2 minutes at the microphone one time per topic.
- Begin and end each session on time.
- No side conversations.
- No cell phones (please silence your phone).
- 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.
- Presume everyone wants what is best for AI-Anon regardless of whether you agree or disagree.

**How should I introduce myself when speaking at the microphone?**

- In person members line up at the mic on either side of the room or put their hand up for a mic to be brought to them and waits for the Chair to call upon them to start with their introduction
- Members attending electronically click on the “raise the hand” reaction on their screen and the Event Coordinator will alert the Chair and unmute them when it is their turn. The Chair and Event Coordinator will work the turns at the mic in rotation so both platforms have equal opportunity in line with the KBDM elements of communication.
- 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’, Coordinators’ and AIS Liaison 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 to vote on the acceptance of the reports and minutes occurs at the meeting.

These reports are on the BC/Yukon website and links will be provided in the BC/Yukon Bulletin in April and/or 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. The Delegate and Treasurer reports are not included in the consent agenda. They are presented live as part of the regular agenda and a copy is posted on the website after the meeting.

## 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 GRs at Assembly. If a vote by DRs is necessary it is understood that you can do this as a trusted servant without consulting your district members, with the understanding you would make the best decision possible with the information presented and presume goodwill for all your members.
3. Can other members who are not District Representatives attend AWSCM?  
Yes, all AI-Anon members are welcome and encouraged to participate in AWSCM. Inviting a fellow member to accompany you to AWSCM is a great way to introduce members to serve as DRs in the future. 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 AI-Anon meetings in your District. Fellowship is an important part of AI-Anon recovery. We hope you will discover the fellowship at AWSCM is a wonderful experience.  
AWSCM is currently operating as a hybrid meeting (trial period until 2024), meaning you can now join in online. Registration and details to attend via an electronic platform will be in the May BC/Yukon Bulletin and on the website. We do recommend attending in-person to share and experience the AI-Anon fellowship, if possible, but we understand that certain circumstances and barriers may prevent that from being possible for all. The electronic platform still allows us to be as inclusive as possible.
5. If I have a hotel room with 3 other people, how much can I charge for my hotel room?  
AI-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. Participation is the key to harmony - Concept four.

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! We encourage that for all your District members to experience AWSCM 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 Area Bulletin?

A copy of the BC/Yukon Bulletin is emailed to all District Representatives each month who have provided an email address to the Group Records Coordinator 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](http://www.bcyukon-al-anon.org) The member's page is password protected: Username "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.

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
PEG	Permanent Electronic Group
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 2022-2025*

Websites: [www.bcyukon-al-anon.org](http://www.bcyukon-al-anon.org) Member Resources page (username: “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

### **2023 BC/Yukon Officers:**

Delegate: Owen H. (D01 Vancouver)	<a href="mailto:delegate@bcyukon-al-anon.org">delegate@bcyukon-al-anon.org</a>
Alternate Delegate: Nancy M. (D18 Kelowna)	<a href="mailto:altdelegate@bcyukon-al-anon.org">altdelegate@bcyukon-al-anon.org</a>
Chair: Patty T. (D14 Nanoose Bay)	<a href="mailto:chair@bcyukon-al-anon.ca">chair@bcyukon-al-anon.ca</a>
Secretary: Dianna H. (D33 Sechelt)	<a href="mailto:secretary@bcyukon-al-anon.ca">secretary@bcyukon-al-anon.ca</a>
Treasurer: Janis A. (D10 Langley)	<a href="mailto:treasurer@bcyukon-al-anon.org">treasurer@bcyukon-al-anon.org</a>

### **2023 BC/Yukon Coordinators:**

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Archives: Vacant	<a href="mailto:archives@bcyukon-al-anon.org">archives@bcyukon-al-anon.org</a>
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Website: Lothar S. (D17 Sooke)	<a href="mailto:website@bcyukon-al-anon.org">website@bcyukon-al-anon.org</a>
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Event Coordinator: Akemi M (D5)	<a href="mailto:event@bcyukon-al-anon.org">event@bcyukon-al-anon.org</a>
Event Assistant: Angus P (D9)	<a href="mailto:eventassistant@bcyukon-al-anon.org">eventassistant@bcyukon-al-anon.org</a>
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### **Al-Anon Information Services/Literature Depots**

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Victoria 250-383-4020	<a href="mailto:alanonvictoria@gmail.com">alanonvictoria@gmail.com</a>
Kelowna 250-826-5135	<a href="mailto:ldcokanagan@yahoo.ca">ldcokanagan@yahoo.ca</a>