

Delegate

Area 35, Alcoholics Anonymous, Trusted Servant Guidelines

Updated: August 2017

Position Description:

- Provide leadership.
- Provide the primary communication link between A.A. as a whole and Northern Minnesota Area 35.

Responsibilities:

- Attend all Committee Meetings, Assemblies (Spring and Fall), January Service Workshop and Area 35/36 Joint Workshop.
- Attend and participate in Regional General Service Office Forum, (held once in 2 year rotation) WCRAASC, and General Service Conference where fully reimbursed.
- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area 35 Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Present and answer questions at the GSR Orientations at the Assemblies on the assigned topics.
- Present at Zonal Forums with other Area 35 Officers on the assigned topics when asked by the Districts.
- Become thoroughly familiar with the General Service Conference topics.
- Forward information and flier of Regional General Service Office Forum (held once in 2 year rotation) to the Area by email when received. Make copies (150) for distribution at the Spring Assembly.
- Forward information and flier of the WCRAASC to the Area by email when received. Print copies of the flyer to distribute at the Committee Meeting (75) and January Area 35 Service Workshop (100).
- Compile a "hot topic" list of GSC Agenda Items to be distributed at February Committee Meeting (75 copies) and send an email to Area 35 of that list.
- Print hard copies and make CD's of GSC Agenda Items as requested by Area 35 Officers, Committee Chairs and DCM's and distribute at Committee Meeting in February.
- Once received on February 15th, send Area 35 Webmaster the GSC Agenda Items to be set up on the Area 35 website with a protected password. Send email out to Area 35 with that information stressing the importance of anonymity.
- Print copies of the list of Agenda Items (150) for distribution at the Spring Assembly.
- Arrange opportunities in advance for making Conference Reports to Districts in Area 35.
- Print copies of Advisory Actions, Floor Actions and Additional Committee Considerations for distribution when presenting your Conference Report from the General Service Conference.
- Review and report General Service Conference Advisory Actions that are not covered by other standing committees – i.e. Policy/Admissions, Report & Charter, Trustees, Conference, and International Convention Committees.
- Request 200 copies of the Final Conference Report from the GSO (This is done prior to the General Service Conference yearly) and when received give to the Area 35 Literature Chair for distribution in Area 35.

- Communicate information received in a timely manner to Area 35, making use of Area Assemblies and Committee meetings, District meetings, Workshops, the Area Newsletter (Northern Light), and regular mailings or emails to the members of the Area 35 Committee.
- Attend District meetings when asked, provide reports and other information, and listen for the Districts group conscience and material presented.
- Get to know Area 35 trusted servants and make yourself available to assist members in service opportunities.
- Coordinate annual group information updates with the Group Records Secretary.
- Help Area 35 Action Committee understand how the Conference Advisory Actions apply to their committee activities.
- Assist Area 35 Action Committee Chairpersons in forwarding requests or suggestions to the General Service Conference.
- Encourage Area Action Committees to discuss General Service Conference topics and to respond to Advisory Actions.
- Assist the Alternate Delegate with the January Area 35 Service Workshop.
- Represent Area 35 in regional matters.
- Prepare articles for the Northern Light newsletter on service activities.
- Prepare reports for Area 35 Committee Meetings and Spring and Fall Assemblies.
- Keep the Alternate Delegate informed in the event that the Delegate is unable to attend the General Service Conference.
- Continually review how Area 35 functions, how it communicates to assure the groups in Area 35 are adequately served within the current structure.
- Review and suggest updates to the trusted servant guidelines as necessary, cooperating with any other committee or any office in accomplishing this.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Submit for reimbursement of expenses in a timely manner to ensure the consistent and more predictable disbursement of Area funds.
- Update the Trusted Servant Guidelines for the Delegate. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- Send contact information to the General Service Office of all incoming newly elected Area 35 Officers of new rotation in October right after the Fall Assembly and Committee Chairs in December right after the Committee meeting.
- Work with the newly elected Delegate at the end of the second year: Pass along knowledge of the General Service Conference procedures and problems. Share statement of Financial Responsibility in preparing of the new Delegate's finances for the coming year. Provide records, information, and any helpful suggestions for serving as an Area 35 Officer.