

SUGGESTED GUIDELINES FOR THE DISTRICTS OF AL-ANON OF CENTRAL OHIO, INC.

Revised 1-97, 9-99, 8-02

GROUP REPRESENTATIVES AND ALTERNATE GROUP REPRESENTATIVES

Each Al-Anon Family Group shall elect a Group Representative (GR) who shall serve for a three (3) year term. An Al-Anon/Alateen member who is also a member of AA is not eligible to serve as GR. Since the newly elected GR may be attending the election Assembly, the group's election should precede the date of the Assembly which is held in the Fall.

Since a GR may be unable to attend all District and Area Assembly meetings, an Alternate (AGR) may be elected at the same time. If the GR resigns or proves to be inactive, the AGR completes the term and may then be elected for a three year term of his/her own. If the AGR chooses to remain as AGR the group may elect a GR to complete the unexpired term. Each GR shall have one vote at the Intergroup meetings and at the Ohio Area Assembly. A GR or AGR may not serve as a representative for more than one group. Although not recommended, a GR and/or AGR may be elected for a second consecutive three (3) year term at the discretion of the group. Only elected representatives of the group may vote.

It is the GR's responsibility to send the Group's anniversary date and other pertinent information to the Forum for publication on its first, fifth, tenth, etc., anniversary. This information needs to be mailed at least three (3) months in advance.

When the GR has been elected he/she:

1. Immediately sends his/her name and address to the Central Office, Area Secretary and World Service and notifies his/her District Representative (DR);
2. Receives the Group's Service Handbook from the previous GR;
3. Attends the Assembly and thoroughly acquaints himself with the duties.

Each Group supplies its GR and AGR with sufficient funds to attend the Ohio Area Assembly Meetings, including funds for transportation, lodging, meals and incidental expenses. If requested, it is recommended that the Group reimburse the GR or AGR for transportation expenses to attend the Intergroup meetings in excess of twenty-five miles round trip.

DISTRICT REPRESENTATIVES AND ALTERNATE DISTRICT REPRESENTATIVE

Al-Anon of Central Ohio shall be divided into Districts

The Group Representatives of each District shall elect from among their members a DR and an Alternate District Representative (ADR). The DR represents that District and the Intergroup of the Districts of Central Ohio Al-Anon, as well as Ohio Area World Service Committee. The election of a DR and an ADR shall be in accordance with the World Service Handbook for Al-Anon and Alateen Groups:

1. Election of a District Representative (DR) and Alternate (ADR).
 - a. The election of the DR and ADR from among the new GRs, neither of whom is a member of AA, takes place in the Fall of the year after the election of the GRs and before election of Ohio Area Assembly officers. This is often done at a District meeting unless geographical distances make it impractical. In the latter case, the DR is elected by a caucus of GRs at the Assembly meetings. This term of office is three (3) years coinciding with those of the Area Officers and Delegate. Each District shall choose its own method of electing.
 - b. The DR who is completing his/her term calls the election meeting of his/her District and notified each group of the meeting inviting the new GR as well as the old GR and other officers who wish to attend. Only newly elected GRs are eligible to run for office and vote. A District, however, may re-elect its DR if s/he has been re-elected GR.
 - c. If the DR resigns, proves to be inactive in his/her District, or for any reason is unable to serve, the ADR completes the term. If the GRs of a District are not aware of the DR's failure to attend Area World Service (AWS) Committee meetings, the AWS committee may request a replacement.
2. When the DR has been elected he/she:
 - a. Notifies the Area Secretary of their election and that of their Alternate;
 - b. acquaints themselves thoroughly with the duties of a DR (see pp 134-135 of Al-Anon Alateen Service Manual Handbook).

AD HOC NOMINATING COMMITTEE FOR INTERGROUP OF THE DISTRICTS OF CENTRAL OHIO AL-ANON

The Intergroup shall select an ad hoc nominating committee in July of the election year, consisting of 5 people (one current GR, one current member of the Office Committee, and 3 members of Al-Anon) to seek the most qualified candidates from Al-Anon as a whole to serve as officers or coordinators for the Intergroup. Members of this committee may not seek an office or coordinator position. The committee shall be responsible to determine if the candidates meet the following qualifications.

CHAIRMAN AND ALTERNATE CHAIRMAN FOR INTERGROUP OF THE DISTRICTS OF CENTRAL OHIO AL-ANON

The GRs and DRs of the Intergroup of Central Ohio Al-Anon shall elect from among their members a Chairman and Alternate Chairman. The Chairman shall chair Intergroup meetings on a regular bimonthly basis, and such special Intergroup meetings as shall become necessary. The Alternate Chairman shall chair the Intergroup meetings absence of the Chairman

1. Election of a Chairman and Alternate Chairman from among the GRs and DRs takes place in the November of the year after the election of the Area Officers. Nominations shall be made at the regularly scheduled meeting in September. However, nominations from the floor shall be accepted at the November meeting at which time the elections shall be held. The term of office shall be three (3) years.
2. If the Chairman resigns, proves to be inactive, or for any reason is unable to serve, the Alternate Chairman completes the term.
3. When the Chairman has been elected s/he notifies the Ohio Area Assembly Secretary of his/her election and that of his/her alternate.
4. Other duties of the Alternate Chairman may include assisting in serving as Public Information contact from the Intergroup to the Ohio Area Assembly as well as the Chairman of periodic meetings on the Service Structure, Traditions and Concepts.

SECRETARY OF INTERGROUP OF DISTRICTS OF CENTRAL OHIO AL-ANON

Election of a Secretary from among the GRs shall take place in the Fall of the year at the regularly scheduled meeting in November. Nominations shall be made at the regularly scheduled meeting in September; however, nominations from the floor shall be accepted at the November meeting at which elections are held. Term of office shall be three (3) years. His/her duty shall be to take minutes of the Intergroup meetings. These minutes shall be submitted to the office to be typed and mailed to the GRs before the next meeting. The minutes shall contain the following notation: "These minutes shall be subject to correction and approval at the next regular Intergroup meeting."

TREASURER AND ALTERNATE TREASURER OF INTERGROUP OF THE DISTRICTS OF CENTRAL OHIO AL-ANON

The Treasurer and Alternate Treasurer should not be living with an active drinking problem, need to have knowledge of simple bookkeeping, banking, balancing bank statements, and be able to construct statements for presentation at Intergroup meetings.

The recommended volunteers for the office will be submitted at the September meeting of the Intergroup for approval. The Treasurer and Alternate Treasurer, when elected in November, shall take office in January and serve for three (3) years. The Treasurer and Alternate Treasurer, during their term of office, may not hold any other District or Intergroup level office. In the event the Treasurer is unable to complete the term of office, the Alternate Treasurer will act as Treasurer until the current term of office expires. In the event the Alternate Treasurer cannot then complete the current term, the ad-hoc committee will reconvene and recommend an interim Treasurer as outlined above.

DUTIES OF THE TREASURER

1. Keep the prescribed set of office books. The books shall never leave the office.
2. An audited annual report, as of year-end December, shall be presented to Intergroup the following March. An independent auditor, selected by the Office Committee, shall perform the audit.
3. Give a report at all Intergroup meetings.
4. Reconcile all bank statements.
5. Write checks using the following guidelines:
 1. Blank checks should not be signed;
 2. Documentation/receipts are required for reimbursement checks;
 3. Individuals receiving reimbursement for expenses shall not co-sign his/her own checks.

In addition to the Treasurer and Alternate Treasurer, the elected officers of the Intergroup (Chairman, Alternate Chairman and Secretary) shall be authorized to co-sign checks. In the event the Alternate Chairman assumes office, their signature will replace the Treasurer's.

INTERGROUP BUDGET

Intergroup Committees which require funding for their activities for the coming year shall submit a budget request in November to the Intergroup. Upon approval, budgets shall be submitted to the treasurer for inclusion in the proposed expenses for the coming year.

Those requesting additional funds shall account for those funds spent. Approval of the budget shall take place at the January meeting.

INTERGROUP COORDINATORS, COMMITTEES & NEWSLETTER

It is suggested that the following committee Chairpersons elected in the fall of the election year to serve a three year term. The Committee Coordinator is responsible for forming a committee.

Any elected position is required to attend all Intergroup meetings with a written report on the activities performed in accordance with the guidelines provided. If an elected member does not attend any one meeting and does not provide a report on the activities of their position, attends a meeting but does not provide such report, or fails to attend any two consecutive meetings with or without a report, it shall be the responsibility of the Intergroup Chairperson to contact that member to determine whether or not the person remains willing and qualified to carry out the responsibilities of the appointed position. The Intergroup Chairperson will make determination and recommendation to the Intergroup and it shall be then decided by the Intergroup as to the action to be taken. And it shall require a two thirds majority vote of the remaining Intergroup members to remove an inactive Intergroup member from an elected position. And it shall be the responsibility of the Intergroup Chairperson to advise the inactive member as to the decision of the Intergroup.

NEWSLETTER EDITOR – Will publish a quarterly newsletter combining news of the Intergroup and news of general interest to the groups. The Editor may be a GR or may be drawn from Al-Anon as a whole. It is the responsibility of the Editor to secure information, write, edit and prepare the newsletter for mailing. Anyone wishing to supply information for the newsletter should contact Central Office or the Editor.

ALATEEN COORDINATOR – This committee shall encourage the growth and development of Alateen groups through sponsorship, speakers and workshops. It is suggested that Alateen sponsors meet on a regular basis for support and exchange of information. A bimonthly report shall be sent to the Intergroup and the State Coordinator.

PUBLIC INFORMATION COORDINATOR – This committee is the liaison with the public and shall be in charge of all public information to the local media, corporations and educational systems of Central Ohio. The Chair and the committee shall develop contacts and provide speakers and information when requested. A bimonthly report shall be sent to the Intergroup and the State Coordinator.

INSTITUTIONS COORDINATOR – This committee shall interact with professionals and individuals from hospitals, correctional facilities, mental health clinics, rehabilitation centers, courts, juvenile homes, or abused families' residences seeking information about Al-Anon and Alateen, and with members who ask for help in establishing Institutions groups at a facility. This committee shall offer assistance to existing Institutions groups. A bimonthly report shall be sent to the Intergroup and the State Coordinator.

COOPERATING WITH THE PROFESSIONAL COMMUNITY COORDINATOR

The basic responsibility of the CPC Committee is to generate good will and facilitate the exchange of information between the Al-Anon/Alateen Groups, professional organizations, government agencies, and others with whom we must have contact to carry the Al-Anon message of hope. A bimonthly report shall be sent to the Intergroup and the State Coordinator.

OFFICE COMMITTEE – Nominations shall be made at the regularly scheduled meeting in September; however, nominations from the floor shall be accepted at the November meeting at which election are held. The Office Committee shall consist of the Treasurer and 4 other elected members plus an Alateen member. All members shall have one vote.

The Office Committee shall be a 3 year term. Beginning in January 2003 one Office Committee member will be elected, followed by one in January 2004 and 2 in January 2005. This election cycle will repeat to insure continuity.

Add the Office Committee to the list of check signers. Two signatures will be required on all checks.

Duties of the Office Committee:

- Hire any paid employee;
- Assess the need for paid staff and make recommendations to the Intergroup;
- Annually review the performance of the paid employees and approve salary increases;
- The Chairman of the Office Committee shall serve as the liaison between the Office Manager and the Office Committee;
- Provide a job description for paid employees;
- Encourage volunteers in the office;
- Oversee suggested equipment purchases and/or leases;
- Recommend for approval to Intergroup a set of guidelines and procedures for the effective performance of LDC/Central Office business;
- An Office Committee member attends the monthly Recovery Alliance of Columbus meeting;

- Shall attend committee meetings;
- Shall have signatory rights on the two-signature checks;

The Office Committee shall annually elect its own chairperson who shall make a report at the regular Intergroup Meeting.

The Intergroup Chairperson, Alternate Chair, and Secretary may not serve on the Office Committee.

GROUP RECORDS COORDINATOR – Facilitates correct record keeping of the names of groups, districts, GRs, and DRs, location of meetings, and other information pertaining to groups in the districts of Central Ohio and make this information available at LDC/Central Office. Assist new groups in knowing which district which they will be assigned. Arrange and preside at meetings for the Intergroup District Representatives. Sends changes to the Ohio Area Group Records Coordinators and District Representatives. A bimonthly report shall be sent to the Intergroup and the State Coordinator.

ARCHIVES COORDINATOR -- This committee will work to preserve our history assembling and preserving what is available by actively soliciting memories of old timers on tape and by printed word. Also collecting as much of the out-of-print literature as possible and coordinating efforts with the Ohio Area and World Service. And adds to Archive files. A bimonthly report shall be sent to the Intergroup and the State Coordinator.

LITERATURE COMMITTEE COORDINATOR -- This committee introduces all new World Service literature to the Intergroup. Promotes all Al-Anon literature. Promotes subscriptions to the FORUM. Keeps Central Office aware of new literature and materials available for distribution. Arrange for literature to be available at the request of the Committee Chairpeople. A bimonthly report shall be sent to the Intergroup and the State Coordinator.

WAYS AND MEANS COORDINATOR – The Ways and Means Committee shall promote fellowship and fundraising for the districts of Central Ohio/LDC throughout the year excluding the Annual Al-Anon Fall Bazaar. A bimonthly report shall be sent to the Intergroup and the State Coordinator.

TELEPHONE HELPLINE COORDINATOR -- The Telephone Helpline Committee is responsible for the manning of phones when LDC/Central Office is closed with optional phone answering in the middle of the night. The Coordinator provides instructions for answering telephones to the volunteers. The Coordinator will hold meetings when necessary and gives an updated list of all volunteers, their phone numbers and times scheduled to Central Office. A bimonthly report shall be sent to the Intergroup and the State Coordinator.

LIAISON POSITIONS

AREA WORLD SERVICE COMMITTEE LIAISON – The AWSC liaison is responsible for reporting on the AWSC meetings to the Intergroup. This person shall be a current DR and shall be elected by the current DR's.

AA LIAISON – Serves as the Intergroup contact person for AA functions with Al-Anon participation. The Districts of Al-Anon of Central Ohio will pay the registration fee for all AA events in which they are representing Al-Anon.

SPECIAL COMMITTEES

BAZAAR CHAIRPERSON – The Bazaar Chairperson shall coordinate committees for the Al-Anon Bazaar which is held each Fall as a money-making project for the Central Office. Central Office will fund \$250.00 as seed money to the Al-Anon Bazaar Committee on an annual basis. A bimonthly report shall be sent to the Intergroup.

CONVENTION AND CONFERENCES – Committees shall be formed and Chairpersons elected or appointed as needed for Central Ohio's turn in chairing the Ohio Area Convention and the Ohio Area Assembly Two Day Fall Assembly, Alateen Events and any other conferences which may arise. While a separate entity, we ought always to cooperate with Alcoholics Anonymous when planning Al-Anon participation in AA events.