



Area 32 District 8: Service Position Descriptions

Alternate District Representative

Assists and supports the District Representative. The time commitment is 3-5 hours/month, varies. The term is 3 years. Prerequisite for the position is: 3 years of active Al-Anon recovery and prior experience of group level service, preferably, GR.

Duties include:

1. Help the DR with all the duties of the DR as listed in the Service Manual
2. Attend District Meetings
3. Submit a written report to District each month which includes all motions made at prior District Meetings which becomes a part of the minutes for that meeting
4. Continually update the Motions list and make an original and backup copy available through the District Archives
5. Email motions to the Secretary/Archivist
6. Chair the District meetings when the DR is unable to do so
7. Support and empower new Officers and Coordinators to succeed in service
8. Periodically visit Al-Anon groups within the District, identifying yourself as the Alt DR, offering District news, and offering to meet members and answer questions about the District after the meeting.
9. Attend the Area Assemblies along with DR or when the DR is unable to attend.
Travel expenses are reimbursed based on approval by the voting GRs of the District

District 8 Absence Policy: Per a motion passed by voting GRs, if any person holding a district position (officer and coordinator) is absent from 3 district meetings in a row without submitting a written report in advance to the Secretary, the position will be forfeited and the District may seek a replacement.

In advance of completing the term, Officers and Chairs are encouraged to find an Alternate/Incoming person and serve as a Service Sponsor for several months.

Adopted 11/2015, Revised and Adopted 5/2021