

DRAFT DATE 7/6/2020

Virtual Meeting Participation Guidelines

Prior to the meeting:

1. Obtain link for meeting and password (if you lost the link or need it again for some reason) from Chairperson ([REDACTED]).
2. Find a quiet location for your meeting that will have limited distractions and appropriate lighting (If you are sitting in front of a window, you may appear darkened or if a bright overhead light is on, you may not be seen). You can test this out and adjust when you begin logging onto your meeting. Position your camera at eye level to create a more direct sense of engagement.
3. Have your agenda, minutes, and other documents ready to view on another device or printed hard copies. If you are sharing content during the meeting, make sure you send the files to the designated person in charge of uploading files prior to the meeting.
4. Please avoid multi-tasking during the meeting, including eating. Your focused attention on the meeting is greatly appreciated. If there is a need to take brief break, we ask that you disable the video during your absence.
5. The meeting is being recorded strictly for the purposes of accurate recording of the meeting. The only person that will have access to the recording is the Secretary (Deanna).

Day of the meeting

1. Meeting will open 60 minutes early to allow time for any tech issues and fellowship. Groups are given slots in which they can begin logging into the meeting by position. Specifically, for the Assembly meeting, AWSC members can begin logging in at 7:30am, Group Representatives in Districts 1-10 at 7:45, and Group Representatives in Districts 11-17 at 8:00. Please try to log in as close to your time as possible to avoid a rush at the end.
2. To help keep background noise to a minimum, please mute your microphone when you are not speaking. The host has the option to mute participants should you forget. If an individual becomes disruptive, you may be removed from the meeting. If you want to share on a topic, please use the Chat window to type in "Comment" and you will be called on by the Moderator.
3. To aide in limiting distractions for yourself and others, please disable your video when eating or when another enters the room.
4. Please turn your phone and other devices off or on silent mode. If you dialed in or your video is off, please introduce yourself when called on and confirm you are the only person who can hear. The meeting host can update your display name.
5. Rename yourself according to your position by right clicking on your own video feed and selecting Rename:
 - a. **Group Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, GR, GROUP (Example: 04 Sue GR Set Free)
 - b. **District Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, DR (Example: 01 Charlie DR)
 - c. **Coordinators, Officers, AIS Liaisons, Past Delegates, Audit/Budget:** FIRST NAME, POSITION (Example: Jill Treasurer)
 - d. **Visitors:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, VISITOR (Example: 05 Fred Visitor)
6. When finished speaking, please indicate that you are finished by saying "I am done" or "Thank You" so everyone knows you are done.

Tech Support during a Zoom Call

There are many facets to a successful Zoom call. We have identified specific roles that are needed. This list is evolving, and suggestions are welcome.

- Meeting Chair:** Dawn (Chairperson)
Role: Facilitate the meeting as if we were in person. Coordinate and electronically send out agenda for meeting.
- Secretary:** Deanna (Secretary)
Role: The meeting is scheduled to be recorded for accuracy. Roll call on day of meeting. Capture attendance using Participants list. Coordinate and send electronically reports (Past meeting minutes, reports, etc.) to attendees prior to meeting.
- Thought/Task Force/Coordinators:** Varies
Role: Send presentations to Secretary and Bunny 3-4 days before the event. Send any handouts to attendees prior to the meeting.
- Moderator(s):** Dawn K
Role: Handles questions via Chat and counting voting as needed. These people shall instruct the Meeting Chair that someone has a question or that someone has called point of order. This is indicated through the chat window by typing "Comment."
- Host/CoHost(s):** Deanna, Bunny
Role: Be available 1 hour before the meeting to greet people when they log into meeting. Start meeting. Use Polling to gather consensus when needed.

		Jan 1 - Nov 14, 20	Budget	\$ Over Budget
1	Income			parenthesis = under budget
2	Revenue			
3	Group Contributions	\$ 14,789.90	\$ 18,000.00	\$ (3,210.10)
4	Assembly Registrations	\$ 20.00	\$ 2,000.00	\$ (1,980.00)
5	State Speaker Meeting	\$ 240.00	\$ -	\$ 240.00
6	Miscellaneous	\$ 132.00	\$ -	\$ 132.00
7	Cash Carried Forward	\$ 21,039.57	\$ 20,000.00	\$ 1,039.57
8	Total Revenue	\$ 36,221.47	\$ 40,000.00	\$ (3,778.53)
9	Total Income	\$ 36,221.47	\$ 40,000.00	\$ (3,778.53)
10	Expense			
11	Delegate Fund			
12	WSO ETF	\$ 1,953.00	\$ 1,953.00	\$ -
13	Extra Day	\$ -	\$ 200.00	\$ (200.00)
14	Delegate Meeting	\$ 800.00	\$ 800.00	\$ -
15	Delegate Travel	\$ 75.20	\$ 1,000.00	\$ (924.80)
16	Delegate Miscellaneous	\$ 305.47	\$ 500.00	\$ (194.53)
17	Total Delegate Fund	\$ 3,133.67	\$ 4,453.00	\$ (1,319.33)
18	Working Fund Expense			
19	Archive Rent	\$ 780.00	\$ 780.00	\$ -
20	Area Travel Fund	\$ 200.75	\$ 2,500.00	\$ (2,299.25)
21	Communicator	\$ 3.70	\$ 200.00	\$ (196.30)
22	Assembly/AWSC Rent	\$ 298.29	\$ 3,426.00	\$ (3,127.71)
23	Insurance	\$ 1,731.00	\$ 1,731.00	\$ -
24	Total Working Fund Expense	\$ 3,013.74	\$ 8,637.00	\$ (5,623.26)
25	Assembly Allowance/Meal/Lodging			
26	Officers	\$ 279.49	\$ 2,700.00	\$ (2,420.51)
27	Audit/Budget	\$ 103.81	\$ 1,080.00	\$ (976.19)
28	Coordinators	\$ 380.96	\$ 3,600.00	\$ (3,219.04)
29	Past Delegates	\$ 160.71	\$ 1,080.00	\$ (919.29)
30	Total Assembly Allowance/Meal/Lodging	\$ 924.97	\$ 8,460.00	\$ (7,535.03)
31	Officers Expenses			
32	Alternate Delegate	\$ 35.00	\$ 50.00	\$ (15.00)
33	Chairperson	\$ -	\$ 50.00	\$ (50.00)
34	Secretary	\$ -	\$ 50.00	\$ (50.00)
35	Treasurer	\$ 50.51	\$ 150.00	\$ (99.49)
36	AAPP Expenses	\$ 14.70	\$ 150.00	\$ (135.30)
37	Total Officers Expenses	\$ 100.21	\$ 450.00	\$ (349.79)

47	Coordinator Expenses			
48	Alateen Coordinator Expenses	\$ 104.93	\$ 500.00	\$ (395.07)
49	Archives	\$ -	\$ 100.00	\$ (100.00)
50	CPC Coordinator	\$ -	\$ 100.00	\$ (100.00)
51	Forum	\$ -	\$ 25.00	\$ (25.00)
52	Group Records	\$ -	\$ 25.00	\$ (25.00)
53	Literature	\$ -	\$ 100.00	\$ (100.00)
54	Public Information	\$ -	\$ 50.00	\$ (50.00)
55	Technology Coordinator	\$ -	\$ 25.00	\$ (25.00)
56	Website Coordinator	\$ 313.39	\$ 350.00	\$ (36.61)
57	Total Coordinator Expenses	\$ 418.32	\$ 1,275.00	\$ (856.68)
58	Northwest Regional Delegate Meeting			
59	Past Delegates	\$ 1,000.00	\$ 1,000.00	\$ -
60	Total Northwest Regional Delegate Meeti	\$ 1,000.00	\$ 1,000.00	\$ -
61	Other Expenses			
62	Alateen Sponsor Workshop	\$ -	\$ 600.00	\$ (600.00)
63	Audit Budget Extra Day + Exp	\$ 23.56	\$ 200.00	\$ (176.44)
64	Contingency Fund	\$ -	\$ 689.00	\$ (689.00)
65	Equipment Supplies	\$ -	\$ 100.00	\$ (100.00)
66	Handbook Update	\$ -	\$ 50.00	\$ (50.00)
67	Transition Fund	\$ -	\$ 200.00	\$ (200.00)
68	WSO Donation	\$ 400.00	\$ 400.00	\$ -
69	AMIAS Background check fee expens	\$ 326.00	\$ -	\$ 326.00
70	AMIAS Expense Reimbursement	\$ (326.00)	\$ -	\$ (326.00)
71	Total Other Expenses	\$ 423.56	\$ 2,239.00	\$ (1,815.44)
72	Total Expense	\$ 9,844.62	\$ 30,964.00	\$ (21,119.38)
73	Cash Balance as of 11/15/2020	\$ 26,466.82	\$ 9,036.00	\$ 17,430.82
74	Ample Reserve	\$ 8,000.00	\$ 8,000.00	\$ -
75	Available Cash	\$ 18,466.82	\$ 1,036.00	\$ 17,430.82

November 2020 Assembly Presentation
Election Procedures - Task Force Assembly Presentation

Members: Dawn B. Public Info. Coord., Bunny G. Delegate Panel 38; Mary Lynn J. Alt Delegate; Lydia S. DR District 11.

Today's goal: 1). To provide an overview of the significant proposed changes to Oregon Area Election Procedures: 2). Answer questions. Please provide feedback to your DR prior to the February 20 AWSC meeting.

These procedures were shared at the July 2020 assembly and members asked questions and provided feedback. Members were encouraged to continue to give feedback to their DR's or to Task Force members prior to the October AWSC. All the feedback received at the July assembly was discussed among Task Force members resulting in no significant changes. One member provided additional feedback post assembly and minor changes were incorporated.

Today's election of Alternate Delegate is an electronic version of our current election practices. In comparison, the following are the significant changes suggested by the Task Force:

1. These procedures would replace, in the Oregon Area Handbook, Section 7 all of page 8 and create several new pages to follow.
2. The Trusted Servant Profile is replaced with a Service Resume.
3. Candidates leave the room during balloting.
4. Candidate totals will be not be displayed when candidates return to the assembly room.
5. When necessary, the fourth vote of officers will be by drawing the names of the top two candidates.
6. Limiting candidates for officer positions to all present and past District Representatives who served at the Oregon Area level during the current or previous panel.
 - a. A permanent AWSC motion dated Aug '91, states, "Area Officers, Delegate and Alt. Delegate be made open to all current and past DR's as long as they are currently active in Al-Anon (defined as 1 meeting/month)."

FAQs

What are some of the concerns about our current election procedures?

Some of the main concerns are:

1. Procedures include common practices that were **not** voted on by AWSC or the Assembly
2. Lack of clarity
3. Sometimes, members feel embarrassed and hurt

What common election practices were never voted on by AWSC or the Assembly?

Providing members with voice to share information with the assembly about candidate qualifications.

What are the causes of embarrassment and hurt to members during elections.

Allowing members to voice concerns about candidates to the general assembly is one source of hurt and embarrassment. Although members are asked to share only about information regarding the candidate's qualifications, there have been many instances of members sharing very subjective opinions. The ramifications of this can be reaching, affecting many assembly members.

The other hurtful/embarassing procedure is having the candidates witness how many votes received by each candidate.

What is unclear about the OAH Election Procedures?

If a candidate for Delegate or Alternate Delegate is not elected, the top two candidates can be chosen by drawing names OR by a 4th election, in which the candidate with the most votes win.

Can exceptions be made to the proposed procedures, if necessary?

Yes. Example: If a secretary cannot be found among District Representatives in the last two panels, the assembly may vote to make a onetime exception. This does not need to be included in the procedures, it is common practice in Al-Anon to make exceptions.

Since the election assembly is not until November 2021, why is this important to address now?

Elections take education and training. If we are going to change our election procedures, earlier is better than later.

Task Force Members contact information:

Dawn B., publicinfo@oregonal-anon.org

Bunny G., panel-38@oregonal-anon.org

Lydia S., district-11@oregonal-anon.org

Mary Lynn J., alternateOregon-delegate@oregonal-anon.org

November 19, 2020

The audit-budget committee met both face to face and on a virtual platform in September. We audited the fourth quarter of 2019, the 1st quarter of 2020 and the second quarter of 2020. A final report for 2019 has been emailed out to all AWSC.

During the audit, there were a few adjustments to amounts paid to individuals who will be notified of these amounts. There were also some minor changes made to categories which are reflected in the final report for 2019 and the current reports sent out by the Treasurer.

We also met on a virtual platform to prepare the proposed Budget for 2021 which will be presented at the October AWSC and here at this assembly.

Thank you letting me serve.

Respectfully submitted,

Sue Beacham

Chairman, Audit Budget Committee

A	B	C	D	E
OREGON AREA AL-ANON 2021 PROPOSED BUDGET				
Compared to 2020 Approved Budget [Increases in Bold; Decreases in Italics]				
	Category	2020 Budget	2021 Budget	Increases & (Decreases)
1	Revenue			
2	Group Contributions	18,000.00	15,000.00	(3,000.00)
3	Assembly Registrations	2,000.00	1,000.00	(1,000.00)
4	State Speaker Meeting	0.00	0.00	0.00
5	SSM Advance	0.00	0.00	0.00
6	Cash Carried Forward	20,000.00	24,000.00	4,000.00
7	Total Revenue	\$ 40,000.00	\$ 40,000.00	0.00
8	Expenses			
9	Delegate Fund			
10	WSO ETF	1,953.00	2,382.00	429.00
11	Extra Day	200.00	200.00	0.00
12	Delegate Meeting (NWRDM)	800.00	600.00	(200.00)
13	Delegate Travel	1,000.00	1,000.00	0.00
14	Delegate Miscellaneous	500.00	500.00	0.00
15	Sub-Total: Delegate Fund	\$ 4,453.00	\$ 4,682.00	229.00
16	Working Fund Expenses			
17	Alateen Safety Guildlines Legal Fees (Next-2024)	0.00	0.00	0.00
18	Archive Rent	780.00	780.00	0.00
19	Area Travel Funds [ATF]	2,500.00	1,670.00	(830.00)
20	Communicator	200.00	50.00	(150.00)
21	SSM Advance	0.00	1,500.00	1,500.00
22	March Assembly Rent & Expenses	1,000.00	100.00	(900.00)
23	July Assembly Rent & Expenses	850.00	1,300.00	450.00
24	November Assembly Rent & Expenses	1,200.00	1,300.00	100.00
25	AWSC Rent [3 @ \$100 each] & Expenses	376.00	300.00	(76.00)
26	Insurance	1,670.00	1,850.00	180.00
27	Sub-Total: Working Fund Expenses	8,576.00	8,850.00	274.00
28	Assembly/AWSC Allowance(Meal/Lodging)			
29	Officers	2,700.00	1,750.00	(950.00)
30	Audit/Budget	1,080.00	350.00	(730.00)
31	Coordinators	3,600.00	2,600.00	(1,000.00)
32	Past Delegates	1,080.00	700.00	(380.00)
33	Regional Trustee/Board Visit	0.00	0.00	0.00
34	Sub-Total: Assembly/AWSC Allowance(Meals/Lodging)	8,460.00	5,400.00	(3,060.00)
35	Officers Expenses			
36	Alternate Delegate	50.00	50.00	0.00
37	Chairperson	50.00	50.00	0.00
38	Secretary	50.00	50.00	0.00
39	Treasurer	150.00	75.00	(75.00)
40	AAPP	150.00	150.00	0.00
41	Sub-Total: Officers Expenses	450.00	375.00	(75.00)

A	B	C	D	E
OREGON AREA AL-ANON 2021 PROPOSED BUDGET				
Compared to 2020 Approved Budget [Increases in Bold; Decreases in Italics]				
	Category	2020 Budget	2021 Budget	Increases & (Decreases)
Expenses [Continued]				
42	Assembly Expenses			
43	Assembly Workshops	900.00	500.00	(400.00)
44	Alateen Projects	150.00	150.00	0.00
45	Archive Projects	0.00	0.00	0.00
46	CPC Projects	1,000.00	600.00	(400.00)
47	Forum Projects	200.00	300.00	100.00
48	Group Records Projects	0.00	25.00	25.00
49	Literature Projects	300.00	300.00	0.00
50	PI Projects	1,000.00	1,000.00	0.00
51	Technology Projects	900.00	900.00	0.00
52	Website Projects	0.00	0.00	0.00
53	Sub-Total: Assembly Expenses	\$ 4,450.00	\$ 3,775.00	(675.00)
54	Coordinators Expenses			
55	Alateen	500.00	500.00	0.00
56	Archives	100.00	100.00	0.00
57	CPC	100.00	50.00	(50.00)
58	Forum	25.00	100.00	75.00
59	Group Records	25.00	25.00	0.00
60	Literature	100.00	100.00	0.00
61	Public Information	50.00	50.00	0.00
62	Techonolgy	25.00	25.00	0.00
63	Website	350.00	350.00	0.00
64	Sub-Total: Coordinators Expenses	1,275.00	1,300.00	25.00
65	Northwest Regional Delegate Meeting			
66	Alternate Delegate	0.00	0.00	0.00
67	Past Delegates	1,000.00	1,000.00	0.00
68	Sub-Total: NWDRM	1,000.00	1,000.00	0.00
69	Other			
70	Alateen Coordinator - Sponsor Workshop	600.00	600.00	0.00
71	Audit Budget Extra Days + Expenses	200.00	50.00	(150.00)
72	Contingency Fund	750.00	1,000.00	250.00
73	Equipment Supplies	100.00	50.00	(50.00)
74	Handbook Update	50.00	50.00	0.00
75	Task Force Expenses	0.00	0.00	0.00
76	Transition Fund	200.00	200.00	0.00
77	WSO Donation	400.00	400.00	0.00
78	Sub-Total: Other Expenses	2,300.00	2,350.00	50.00
79	Ample Reserves	8,000.00	8,000.00	0.00
80	Total Expenses & Reserve	38,964.00	35,732.00	-3,232.00
81	Budget Balancing Ledger			
82	Budgeted Income	40,000.00	40,000.00	0.00
83	Budgeted Expenses	38,964.00	35,732.00	(3,232.00)
84	Net Gain (Shortfall) of Budgeted Income/Expens	1,036.00	4,268.00	3,232.00
85	Total of Budget Balancing Ledger	0.00	0.00	0.00

November 2020 Delegate's Report

Announcements

- Changes at WSO
 - Eliminated the switchboard receptionist position – as of Dec 7 it will be automated so you can directly access whatever team you need
- Employment and Volunteer opportunities in Virginia Beach
 - WSO is looking for a Magazine Editor [FLYER]
 - WSO is looking for a Group Services Specialist [FLYER]
 - ECRPM (Executive Committee for Real Property Management) is looking for a member [FLYER]
 - The Board of Trustees is looking for a NW Regional Trustee again [FLYER]

News from WSO

- Finance update [ONE ATTACHMENT FOR ALL]
- Electronic Newcomer Packet [ONE ATTACHMENT FOR ALL]
- Electronic Meetings and the service structure – Electronic Meeting Work Group update [ONE ATTACHMENT FOR ALL]
- Town Halls – Virtual events hosted by 4 Areas over 4 months, featuring WSO participation (personal shares, presentations, Q&A)
 - Indiana hosted the first one and 144 people attended
 - Northern California is having the next one on Dec 12 at 12pm and all are invited [FLYER]
 - 2 more are slated, but dates have not been set and we don't know if other Areas will be invited to attend
- CAIs (Chosen Agenda Items) for 2021 WSC [SEPARATE ATTACHMENT]

Delegate news

- NWRDM (Northwest Regional Delegate's Meeting) may or may not happen
- Outgoing Delegate Celebration earlier this month (4hr virtual event)
 - Outgoing Delegate 3 min. talks
 - Spiritual speakers
 - Farewell to all retiring WSO volunteers
- Session With the Delegates coming in December (1 hr virtual event)
 - WSO will present the differences between AFG the Fellowship and AFG Inc. with Q&A

Area news

- People have been contacting me to ask about in-person meetings and Zoom meetings because they can't understand what's being communicated on local websites and the Area's website. Please check your Group's and/or your District's meeting information on all applicable websites and make sure it is clear and correct. I am having a hard time understanding it all myself! Thanks to those who have helped me with this already.
- NAAC (Native American AI-Anon Conference) announcement

POSITION DESCRIPTION

Title: Magazine Editor

Reports to: Associate Director—Literature

Grade Level: 7

Job Brief: The Magazine Editor ensures that Al-Anon magazines have content that supports the strategic goals and spiritual principles of Al-Anon Family Groups. The Editor also implements promotional activities for *The Forum* and *Al-Anon Faces Alcoholism*.

Specific Duties and Responsibilities:

- Monitors and evaluates existing processes and procedures and makes recommendations for new ways to improve their implementation
- Participates actively in Staff meetings to ensure the best thinking is always available
- Mentors Area *Forum* Coordinators to assist them in making the monthly magazine a part of every member's recovery
- Selects sharings submitted by members for monthly *The Forum* magazine
- Works with Associate Directors to determine additional content for announcements and "Inside Al-Anon Family Groups" articles for *The Forum* magazine
- Cooperates with Associate Director—Public Outreach Professionals, who selects content submitted by professionals for *Al-Anon Faces Alcoholism (AFA)* magazine
- Cooperates with Associate Director—Digital Strategy to prepare schedule for timely, insightful, quality monthly and annual magazines
- Utilizes editorial techniques to convert membership and professional submissions into attractive magazine articles without losing individuality of expression
- Manages intake and processing of submissions for *The Forum* and *AFA* from all sources: letters, e-mails, and on-line
- Coordinates multiple proof-reading reviews of *The Forum* and *AFA* magazines to maintain quality control
- Manages the production schedules for *The Forum* and *AFA* magazines to meet all deadlines
- Selects material from *The Forum* to be translated for bimonthly *Le lien* and *en accion* magazines
- Supplies and edits content to market *The Forum* and *AFA* magazines in newsletters, WSO websites, and other media
- Provides reports and timely updates of departmental activities and interdepartmental communications
- Arranges web-conferencing calls with and provides updates and other support to Area Forum Coordinators through AFG Connects and other communications methods
- Arranges and provides proposed agenda for quarterly Forum Editorial Advisory Committee (FEAC) web-conferencing calls as well as other support to FEAC Chairperson
- Serves as a voting member of FEAC
- Other duties as assigned

Requirements:

- Ability to read, analyze, and interpret periodical literature
- Ability to respond to common inquiries or concerns from customers

- Ability to write articles for publication that conform to prescribed style and format
- Ability to effectively present information to top management and public groups
- Ability to respond effectively to communication related to *The Forum* and *AFA* in a timely, Al-Anon/Alateen sensitive manner
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- High degree of initiative
- Strong organizational skills
- Effective communication (both verbal and written)
- Ability to efficiently prioritize and manage projects
- Interpersonal skills that foster an enthusiastic team-orientated culture within the organization as a whole
- Ability to calculate figures and amounts such as discounts, proportions, and percentages
- Intermediate level skills in standard Microsoft Office Suite software
- Ability to learn and use Al-Anon's database tools
- Familiarity with social media and other internet applications as they pertain to job-related duties and requirements

Education and/or Experience:

- Bachelor's degree from four-year college or university in English, journalism, communications, or related field; or four years or more related experience or equivalent combination of education and experience. Minimum of five years of continuous and active Al-Anon/Alateen membership required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to express or exchange ideas by means of the spoken word. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Work Location:

This job is located at Al-Anon Family Group Headquarters' World Service Office in Virginia Beach, VA.

Point of Contact to Apply:

Resumes and cover letters can be emailed to HumanRes@al-anon.org.

POSITION DESCRIPTION

Title:	Group Services Specialist
Reports To:	Associate Director – Group Services
Grade Level:	6

Job Brief: Group Services is information central for Al-Anon and Alateen members and potential members. Its goal is to ensure that members, potential members, groups, Districts, Areas, Al-Anon Information Services, and members with special needs who contact the WSO are provided with a response in accordance with Al-Anon's principles and policies. Every contact, whether by phone, email or in person is expected to be treated with the warmth, understanding, and love that characterizes the Al-Anon program, in a manner that fosters and cultivates Al-Anon and Alateen unity.

Specific Duties and Responsibilities:

- Assists and supports members inquiries regarding member, group, District and Al-Anon Information Services (AIS) concerns in accordance with the Traditions and Concepts. Provides information as the voice of the clearinghouse regarding Al-Anon and WSO policies
- Answers phone inquiries from Al-Anon/A.A./potential members, professionals, and others regarding basic Al-Anon and Alateen group information
- Receives and responds to inquiries from potential members
- Compiles listings of available services for members with special needs including visually and hearing-impaired members and responds to all related communication
- Provides WSO support for Al-Anon Information Services (AIS) and Literature Distribution Centers (LDC) in coordination with other WSO departments
- Administers the AFG Connects communities for AISs
- Validates global AIS, AIS/LDC, and LDC new registrations and changes
- Reports issues of concern to the Associate Director – Group Services that are necessary to communicate to the Director of Programs for possible consideration by the Executive Director
- Reviews Public Outreach initiatives for alignment with policies
- Answers toll-free meeting line as assigned
- Writes Group Service articles for *The Forum* and *In the Loop* as assigned.
- Serves on the Service Manual Revision Task Force every two years for the "Groups at Work" section.
- Supports all Group Services responsibilities and other duties as assigned

Requirements:

- 5-7 years continuous Al-Anon membership with service experience at the District or Area level
- Good interpersonal communication skills; in-person, via phone or chat, within social media forums, and via mail/email
- Ability to write and communicate effectively in English in a business environment
- Ability to prioritize and work multiple tasks/projects independently and meet deadlines
- Attention to detail, good organizational and problem-solving skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint & Outlook) including within the Microsoft 365 online environment

Education and/or Experience:

- Associate Degree or above, or equivalent related work experience
- Bilingual in English/Spanish is a plus

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to express or exchange ideas by means of the spoken word. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Travel:

This position requires up to 3 days of travel per year.

Work Location:

This job is located at the Al-Anon Family Group Headquarters' World Service Office in Virginia Beach, VA. Remote location will not be considered for this position.

Point of Contact to Apply:

Résumés and cover letters can be emailed to HumanRes@al-anon.org.

The Nominating Committee is asking for your help in finding a member to serve a three-year term on the Executive Committee for Real Property Management (ECRPM). The term will begin following the Annual Board Meeting in April 2021. ECRPM meetings will remain virtual until safe travel is viable and travel restrictions have been lifted. **Résumés are due to the WSO by November 27, 2020.** Please refer potential applicants to the WSO website.

Full details regarding the application and requirements can be found at: <https://al-anon.org/members/board-of-trustees/wso-volunteers/executive-committee-for-real-property-management/>. The resume is accessed via the button that previously gave the applicant the fillable pdf or via the direct link: <https://al-anon.org/pdf/ECRPM%20Resume%20Form%207-13.pdf>.

Applicants must have seven or more years of continuous and ongoing membership and it is preferable to have property management or related skills and experience. Elected members of the ECRPM cannot hold positions above the group level. Delegates to the WSC are not eligible to apply as candidates for ECRPM until one WSC has elapsed after their terms end; however, prior service as a Delegate is not a requirement.

Thank you for your effort in helping us to find the next ECRPM member, and for your service helping the friends and families of alcoholics.

ECRPM member sought

- ✚ Three-year term on the Executive Committee for Real Property Management (ECRPM)
- ✚ The term will begin following the Annual Board Meeting in April 2021.
- ✚ ECRPM meetings will remain virtual until safe travel is viable and travel restrictions have been lifted.
- ✚ **Résumés are due to the WSO by November 27, 2020.**

Requirements:

- ✓ Seven or more years of continuous and ongoing membership
- ✓ Preferable to have property management or related skills and experience
- ✓ Elected members of the ECRPM cannot hold positions above the group level. |
- ✓ You don't have to have been a Delegate!

Full details regarding the application and requirements can be found at: <https://al-anon.org/members/board-of-trustees/wso-volunteers/executive-committee-for-real-property-management/>.

NW REGIONAL TRUSTEES SOUGHT!

- 🚩 Special one-year appointment on the Board of Trustees.
- 🚩 The term will begin following the Annual Board Meeting in April 2021.
- 🚩 **Résumés must be submitted to the WSO by February 12, 2021.**

The applicant being submitted is required to go through an Area approval process following which the **applicant résumé will be submitted by the Area Delegate**. Taking into consideration the short deadline for résumé submission, the Area approval process is left up to Area autonomy.

To qualify:

- ✓ 10 years of continuous membership
- ✓ You don't have to have been a Delegate! You just have to want to serve Al-Anon
- ✓ Be able to pass a National Background Check as Trustees are now required to be AMIAS also

To submit a resume and learn more: <https://al-anon.org/for-members/board-of-trustees/wso-volunteers/board-of-trustees/>.

Contributions:

Preliminary Budget	\$2,000,000	Revised Budget	\$2,445,000
--------------------	-------------	----------------	-------------

Literature Sales:

Preliminary Budget	\$3,600,000	Revised Budget	\$2,200,000
--------------------	-------------	----------------	-------------

- ❖ Appeal Letter in May = literature sales were down 75% and contributions were down 34% and we were projecting a \$1.6 million operating deficit at the end of 2020.
- ❖ At the end of September, based on the new revised budget numbers, contributions have exceeded the **revised** budgeted projections by \$365,000 and literature sales have exceeded the **revised** budgeted projections by \$45,900.
- ❖ Trends are improving, but we still have a ways to go in terms of the original budget – keep up the good work!

Electronic Newcomer Packet: An electronic version of the *Al-Anon Newcomer Kit* (K-10) will be offered and priced at \$2.99. Staff will also be implementing a previous Literature Committee recommendation to eliminate duplication in the *Kit*. More details will be coming!!!

■

Electronic Meeting Workgroup (EMWG) Update:

The WSO created a work group to talk about how to integrate electronic meetings (EMs) into the service structure, like face to face meetings. Information was gleaned at the International Al-Anon General Services Meeting (IAGSM) on how other countries see electronic meetings, and the work group took that information and came up with some ways to incorporate EMs. Before this can happen, recommended changes may require discussion and approval by the Policy Committee, will need approval by the Board of Trustees, and will need consideration by the 2021 Conference members. More will be revealed on this topic!

WSO's TOWN HALL/ Foro de la OSM

Con interpretación en español

Host/ Anfitrión: Northern California World Service Area/California Norte Área Servicio Mundial

December 12, 2020 at 12 (PM, PST)

Log in begins at 11:30 / El inicio de sesión comienza a las 11:30



WSO/OSM Presenters: Lynette K., Chairperson of the Board

Vali F., Executive Director, AFG, Inc.

Debbie G., Chairperson of the Executive Committee

Topics: (30 minutes)

Personal sharing by presenters, plus presentations on:

- Finances & WSO
- Electronic/Hybrid Meetings & Mobile App
- Requirements for Serving on the Board of Trustees

Temas: (30 minutos) Intercambio personal por parte de los presentadores, además de presentaciones sobre:

- Finanzas & OSM
- Reuniones electrónicas/híbrido & aplicación móvil
- Requisitos para servir en la Junta de Administradores (custodios)

Q & A: (15 minutes) On the topics presented. See registration confirmation for instructions.

P & R: (15 minutos) Sobre los temas presentados. Consulte la confirmación de registro para instrucciones.



To register: <https://us02web.zoom.us/meeting/register/tZwrduopz4jGddtiyhaufMI7WtBEY4Hb2L7>

Para el registro en español, haga clic en el enlace de arriba y, a continuación, seleccione "Language" debajo del botón "Register".

***Please - No audio or video recordings or photos
Por favor - No hay grabaciones de audio o video o fotos***

A summary of the presentation will soon be available at/ Un resumen de la presentación pronto estará disponible en

<https://tinyurl.com/20201212-Virtual-Town-Hall>

For general questions email/ Para preguntas generales, envíe un correo electrónico: Delegate@ncwsa.org



phone: 757.563.1600
fax: 757.563.1656

al-anon.org
wso@al-anon.org

November 10, 2020

Dear Conference Members,

Thank you for your help!

Of the 92 voting members, 52 (56%) completed the Chosen Agenda Items (CAI) survey that was posted back in August with the following results:

- 71% (37 Conference members) want to keep the CAIs as they currently are.
- It was a 50/50 split when asked if they wanted to change the format of CAIs
- 92% (48 Conference members) want to keep CAIs on the agenda

Several recurring themes were noted in the survey, including:

- Allow more latitude for topics
- Delegates provide feedback all the time about topics of interest
- Have a "Time to Talk" or "Hot Topics" session to talk about topics of interest
- Timeframe for submitting topics is too short, especially for new Delegates
- Some want to discuss topics relevant to their Area, not worldwide Al-Anon
- There is not enough time to discuss all of the topics that are submitted

Following a review of the survey results and a discussion at its October meeting—as well as in keeping with our 2021 World Service Conference theme, "Moving Forward with Unity, Courage, and Perseverance"—the Conference Leadership Team (CLT) agreed to:

1. Discuss one CAI
 - a. Conference members will be invited to propose one or two CAI topics on any topic of their choosing by naming their CAI topic in 25 words or less and providing the rationale (why this CAI is important) in 75 words or less. Conference members will vote during Conference to determine which topic they will discuss in small group breakout sessions during Conference week.
2. Initiate a "Time to Talk" session
 - a. The CLT will select discussion topics initiated by Delegates from the WSC Members community on AFG Connects. Conference members will vote during Conference to determine which topic they will discuss in small group breakout sessions during Conference week.
3. Consider the pros and cons of holding CAI discussions outside of Conference
 - a. During Conference, there will be a 30-minute General Session discussion on the Conference floor to consider holding CAI discussions outside of Conference.

In addition to the three sessions listed above, the Board of Trustees will propose one topic that will be discussed in the General Session on the Conference floor, and the Board of Trustees will present a three-part Mega Issue in the General Session.

Submitting CAI topics for discussion has been an important tradition of the Conference for many years. The purpose of the CAIs is to give all Conference members (Delegates, members of the Board of Trustees and Executive Committee, and voting members of the WSO administrative Staff) an opportunity to select topics and issues of concern that affect Al-Anon groups and members worldwide.

Please [click on this link](#) to take the survey to submit one or two CAIs.

The deadline to submit your topics through the survey is March 19, 2021.

We look forward to April and hope this will be an informative and productive World Service Conference for you.

With love in service,

Rosie Morin
Conference Chairperson

Guideline for Oregon AI-Anon/Alateen Website – Listing Group Meetings

This guideline is to encourage unity & consistency amongst groups listed on the Oregon AI-Anon/Alateen Website using the spiritual principles found in Conference Approved Literature.

Group meetings are listed on the www.OregonAI-Anon.org website when groups:

1. Are registered with World Service Office (WSO) and have an ID#
2. Hold regularly scheduled meetings
3. Abide by AI-Anon Policy found in current AI-Anon/Alateen Service Manual
 - a. Only allows the use of AI-Anon tools and materials; i.e., Conference Approved Literature, current AI-Anon/Alateen Service Manual, the Forum, etc. (See AI-Anon/Alateen Service Manual; Literature and Service Materials)
 - b. Respects the anonymity of all AI-Anon, Alateen & AA members
4. Abides by the Twelve Traditions, the Twelve Concepts of Service and the AI-Anon Principles as follows:
 - a. Welcomes anyone who has a problem of alcoholism in a relative or friend
 - b. Allows all members to share experience, strength and hope as equals and peers
 - c. Encourages all members to leave other affiliations outside meeting rooms
 - d. Presumes goodwill
 - e. Group members avoid the obstacles of gossip, dominance, and discussions of religion
 - f. Creates unity of purpose by keeping in mind the well-being of AI-Anon worldwide

If a member(s) feels a group is not following the spiritual principles of the program, including the Twelve Traditions and Twelve Concepts of Service a presumption of goodwill and attempt for education shall be the first steps. The preferred method of conveying any nonadherence from the above is to speak directly with the Group, Group Representative and/or District Representative. The District Representative can offer education on the topic to the member concerned and/or the Group.

If after the education from the DR there is still a concern, refer to the Do Not Refer Process.

Do Not Refer Process for Meetings (Oregon Al-Anon/Alateen Website)

1. The District Representative will e-mail the Chairperson and Delegate asking for review of the concern, stating the remedies tried and the result.
2. The Chairperson may appoint a Task Force to do further investigation and education.
 - a. Chairperson, and/or Delegate direct the Task Force to research using written, verbal, and/or actual observation(s) of the Group.
 - b. At AWSC the Task Force presents their findings:
 - i. Makes recommendation(s)
3. Chairperson sends a letter to the Group with the recommendations and/or actions required to bring it into compliance with the Twelve Traditions and the spiritual intent of the Twelve Concepts of Service, with a deadline of three (3) months to respond, demonstrating the Group's intentions to remedy the issue(s) and how that will be done.
4. Completing the Process
 - a. When this process is complete, if the Oregon Al-Anon Family Group successfully demonstrates that it has remedied the issue(s), the resolve will be placed on the AWSC Agenda to present the actions taken to remedy the issue(s),
 - b. When this process is completed, if the Group chooses not to demonstrate that it has remedied the issue(s), the group's meeting listing on www.OregonAl-Anon.org will be removed.
 - i. The Area Group Records Coordinator will
 1. Notify the Webmaster to remove the group listing from the website www.oregonal-anon.org
 2. Send a Letter to the Group, District, AIS, Literature Depot or Intergroup in the area of the Area's decision to remove the group from the Oregon Area Website.
 3. Send a letter to the World Service Office asking to have the group removed from their meeting referral list, the toll free number and the www.al-anon.org website.

Request for Re-Listing Policy

1. A group placed on the Oregon Do Not Refer list may have their Group Website Listing re-listed after the following has taken place.
 - a. A minimum of 1 year has passed since the meeting had their Website Privileges revoked.
 - b. Member(s) from the group meeting petition AWSC by sending the Chairperson a request stating the changes that have taken place to act in accordance with the Twelve Traditions and the spiritual intent of the Twelve Concepts of Service.
2. The District Representative is asked to attend the group meeting to confirm the past issue(s) have been remedied. The District Representative reports the findings to the Chairperson and Delegate.
 - a. The District Representative presents to the AWSC.
 - b. AWSC discusses the findings of the District Representative:
 - i. Makes recommendation(s)
3. Chairperson sends a letter to the Group with the decision.
 - a. If the Oregon Al-Anon family group has successfully demonstrated that it has remedied any issue(s) and removal from the Do Not Refer list is granted the Area Group Records Coordinator will have the Group Re-Listed on www.OregonAl-Anon.org, and notify the District, AIS, Intergroup, and WSO with the decision to Re-List.
 - b. If the Group has not remedied the issue(s), the group will remain on the Do Not Refer list. A request for reinstatement can be made at a later time following the Request for Re-Listing Policy.

FAQ's on Election Procedures

What are some of the concerns about our current election procedures?

Some of the main concerns are:

1. Procedures include common practices that were **not** voted on by AWSC or the Assembly
2. Lack of clarity
3. Sometimes, members feel embarrassed and hurt

What common election practices were never voted on by AWSC or the Assembly?

Providing members with voice to share information with the assembly about candidate qualifications.

What are the causes of embarrassment and hurt to members during elections.

Allowing members to voice concerns about candidates to the general assembly is one source of hurt and embarrassment. Although members are asked to share only about information regarding the candidate's qualifications, there have been many instances of members sharing very subjective opinions. The ramifications of this can be reaching, affecting many assembly members.

The other hurtful/embarassing procedure is having the candidates witness how many votes received by each candidate.

What is unclear about the OAH Election Procedures?

If a candidate for Delegate or Alternate Delegate is not elected, the top two candidates can be chosen by drawing names OR by a 4th election, in which the candidate with the most votes win.

Can exceptions be made to the proposed procedures, if necessary?

Yes. Example: If a secretary cannot be found among District Representatives in the last two panels, the assembly may vote to make a onetime exception. This does not need to be included in the procedures, it is common practice in Al-Anon to make exceptions.

Since the election assembly is not until November 2021, why is this important to address now?

Elections take education and training. If we are going to change our election procedures, earlier is better than later.

10/4/20

| Oregon Area Election Procedures

To find good personal leadership, as suggested by Concept Nine, elections must be conducted with AI-Anon spiritual principles in mind, setting aside personalities. The following guidelines have been established to create a structure that will enhance the decision-making process for filling service positions. Providing Group Representatives with timely and appropriate candidate information using the Service Resume, is the cornerstone of our election process. Maintaining a spiritual tone and Higher Power connection during elections is a necessity.

Oregon Area AI-Anon follows the procedure in the AI-Anon/Alateen Service Manual for Area elections. (see Election Assembly Procedures, Service Manual pp. 151-153) It is important that everyone understands the method agreed upon for the election of Area Service Positions.

Pre-Election Assembly Preparations

1. The last year of the current panel is considered the election year for the next panel. Elections will also occur, as needed, to fill vacant positions.
2. ~~Throughout the election year, each assembly and Area World Service Committee (AWSC) will include information and training on elections will be provided.~~ (e.g. Service Resume, skit, procedures, job fair)
3. One Area Officer will be appointed by the Chairperson and designated as the "Election Official".
4. Candidates are highly encouraged to complete and email a Service Resume to the Election Official (electionofficial@oregonal-anon.org) six weeks prior to the election assembly.
5. The Election Official will forward Service Resumes to all District Representatives (DR) or district contacts.
 - a. DR's are encouraged to promptly share with all GR's.

Election Assembly Preparations

1. The Election Official will bring ~~enough~~ Service Resume copies to the assembly. ~~so that each table has 2 copies of every Service Resume.~~
 - a. The Election Official is not responsible for providing copies of Service Resumes submitted the day of the assembly.
2. ~~The Election Official will provide each Group Representative a copy copies of the Election Procedures at the election assembly.~~
3. At the election assembly, the chairperson selects 2 non-voting members to collect ballots and assist secretary with tallying and displaying voting results.
 - a. Tally's will be erased before candidates re-enter the assembly room.

Alateen Process Person (AAPP)

1. The Area Chair will ask all present and past District Representatives who served at the Oregon Area level during the current or previous panel to stand.
2. The Chair asks those willing to stand for [Position] to remain standing.
3. The candidates will read their Service Resumes, as written.
4. The Oregon Area Chairperson invites assembly members to ask a clarifying question.
 - a. The purpose of a clarifying question is to make something more clear or easier to understand.
 - b. Examples: 1). When you said _____ what did you mean? 2). I think I heard you say _____, is that correct? 3). Could you please clarify _____?
5. Candidates leave the room once clarifying questions have been answered.
6. While the votes are cast, the chairperson encourages quiet amongst the members.
7. In the spirit of substantial unanimity, the first candidate to receive a two-thirds vote is elected.
8. If no one received the required two-thirds vote after two ballots, the Chairperson will approach the candidates and share the names of the two candidates who received the most votes and suggest that the others withdraw.
9. Whether or not names are withdrawn, another ballot is taken.
10. If after 3 votes, no election occurs, the names of the 2 candidates with the most votes will be drawn by lot. (See Service Manual, 2018-21, Concept 9, pg. 194)
11. The first one drawn is elected.

Balloting Procedures for Coordinators, Alateen, Archives, Cooperating with the Professional Community, Forum, Group Records, Literature, Public Information, Technology, Website

1. The Chair will ask members to stand that are willing to serve as [position].
2. Each position is open to any qualified (see position descriptions in Oregon Area Handbook) AI-Anon member willing to serve.
3. The candidates will read their Service Resumes, as written.
4. The Oregon Area Chairperson invites assembly members to ask a clarifying question.
 - a. The purpose of a clarifying question is to make something more clear or easier to understand.
 - b. Examples: 1). When you said _____ what did you mean? 2). I think I heard you say _____, is that correct? 3). Could you please clarify _____?
5. Candidates leave the room once clarifying questions have been answered.
6. While the votes are cast, the chairperson encourages quiet amongst the members.
7. The candidate with the most votes (simple majority) received will be elected.

OFFICERS ELECTED:	
Delegate	_____
Alternate Delegate	_____
Chairman	_____
Secretary	_____
Treasurer	_____
Area Alateen Process Person (AAPP)	_____
COORDINATORS ELECTED:	
Alateen	_____
Archives	_____
Cooperating with the Professional Community (CPC)	_____
Forum	_____
Group Records	_____
Literature	_____
Public Information (PI)	_____
Technology	_____
Website	_____

Forum Report. Assembly. Nov. 21, 2020

Please contact me if you would like me to attend your zoom meeting and talk about the forum with your group! I will be facilitating my first Zoom forum writing workshop in January with Newport Lindsay.....that was supposed to happen last March when we were shut down....This shut down we are prepared! I thank everyone for being patient with my learning curve. Please consider a zoom writing workshop in the future, I am in contact with other Forum Coordinators getting ideas and one thing I have learned in AI-anon, we don't have to do anything alone!

* Because of the covid/ zoom format, Assembly subscription give aways are not feasible. I would like to be able to get Forums to those who do not have subscriptions
By way of the persons I come in contact with during Forum group talks or writing workshops.

This sales report does not include Forum magazines sold on Amazon.

WSO has a job opening for a Forum Magazine Editor. This will be located in Virginia Beach.

Education and/or Experience:•Bachelor's degree from four-year college or university in English, journalism, communications, or related field; or four years or more related experience or equivalent combination of education and experience. Minimum of five years of continuous and active AI-Anon/Alateen membership required

Posted 08-25-2020 11:09
No replies, thread closed.

Due to the Covid-19 pandemic, many groups are not meeting in person. Therefore, it has become difficult for members to obtain literature through traditional methods. In an effort to enhance the affordability of literature for members, the flat rate shipping cost of \$10 has been reduced to \$5 for individual orders under \$50 in the US, Puerto Rico, and Bermuda. This special shipping rate will be available for a limited time.