

Dear New GR,

Welcome and thank you for your willingness to serve your group and Al-Anon as a whole!

Key GR duty:

- Keep Al-Anon's service structure available and running smoothly by participating in information exchange and voting. **You** give your members a voice and a vote in larger Al-Anon! This is accomplished primarily by:
 - Attending monthly District meetings
 - 4th Tuesday of each month, 7-8:30pm. Unitarian Church, 240 Channing Way, San Rafael
 - Exception is Nov/Dec when those meetings are combined into 1 and held on the first Tuesday in December, same time/place
 - Attending twice yearly Northern California World Service Area (NCWSA) Assembly meetings. District 11 is 1 of 27 districts in NorCal. See attached for more details.
 - These meetings occur somewhere in Northern California, TBD. Traditionally, your group pays your expenses (transportation, lodging, meals).
 - May Assembly; 1 day on a Saturday
 - Fall Assembly: October, 3 day, Fri-Sat-Sun
 - Exact dates each year TBD
- The attached Guideline, *Group Representative*, will give you more information on suggested GR duties.

Helpful Websites:

- *marinal-anon.org*, our District 11 website, gives you many resources including calendar, meeting lists, district contacts [accessed under the "district" tab, username=districtrep; password=240ChanningWay]
- *ncwsa.org*, Area website. Fliers for upcoming events in NorCal, and important links.
- *al-anon.alateen.org*. Al-Anon world headquarters. Links to brochures, guidelines, lots of goodies. Access to members password protected area: anything ending in *afg* (i.e. abc123afg)

Service sponsor: It is recommended you find and use a service sponsor. Just as a regular sponsor is helpful in our personal recovery, a service sponsor can be very helpful while doing service. Former GR's and others who have served at the district level may be a good choice.

Service Manual: Al-Anon's service bible. Answers to most questions can be found in it. Usually provided by your group. If you don't have one, ask.

12-stepper: NCWSA Newsletter, contains Assembly agendas and minutes, reports and other interesting Area information (<http://northerncaliforniaal-anon.website/area-newsletter/>)

Assembly versus Convention versus Conference:

- **Assembly** is an information sharing and decision-making body. Mostly attended by GRs, DRs, and NCWSA officers and coordinators. It is like a big business meeting.
- **Convention** (Area and World-wide) is attended by any Al-Anon member or interested person. It is like a big weekend-long meeting.
- **World Service Conference** is a meeting of all delegates to make decisions and give guidance to WSO (Al-Anon's world headquarters). Attendance by invitation only. We typically send "love gifts" to our delegate.

Included in this Welcome packet: Al-Anon acronyms, page 2; Al-Anon Guidelines, G-11 "Group Representatives", pages 3, 4; 12-Stepper cover & index (sample), pages 5, 6; NCWSA Map, page 7; Service Manual cover, page 8

Al-Anon Acronyms

AA	Alcoholics Anonymous, a fellowship of people recovering from alcoholism following the 12 Steps, 12 Traditions and 12 Concepts of Service
AAPP	Area Alateen Process Person – an NCWSA Officer
ADAT	<u>A Day at a Time</u> , one of the Alateen daily readers
AFG	Al-Anon Family Groups, a fellowship of people recovering from the family disease of alcoholism following the 12 Steps, 12 Traditions and 12 Concepts of Service
AIS	Area Information Service, mailing address and phone service for districts or areas; often at the LDC (see below)
AMIAS	Al-Anon Member Involved in Alateen Service
CAL	Conference Approved Literature, our fellowship literature written by you and me and approved by the WSC (see below)
DAPP	District Alateen Process Person
DR	District Representative, a member of the fellowship who facilitates district meetings and attends NCWSC meetings
GR	Group Representative, a member of the fellowship who participates in district meetings and attends NCWSA Assemblies
H&I	Hospitals & Institutions, an AA term for outreach efforts to hospitals and institutions; Al-Anon participates in the annual AA H&I conference
KBDM	Knowledge-Based Decision Making, a process for reaching a group conscience
LDC	Literature Distribution Center, like a bookstore (non-profit) for CAL
NCWSA	Northern California World Service Area, one of 68 WSAs in the USA and Canada.
NCWSC	Northern California World Service Committee, made up of DRs, officers, coordinators and a few others who meet three times a year (Feb, May and July) and serve to keep meetings in touch with our worldwide fellowship
ODAT	<u>One Day At A Time</u> , one of the Al-Anon daily readers
PI/CPC	Public Information and Cooperating with Professional Community (outreach)
SWRDM	Southwest Regional Delegate's Meeting, an orientation meeting for incoming delegates held by current and past delegates from our nine-area region, which includes NCWSA, SCWSA, Oregon, Hawaii, Arizona, New Mexico, Nevada, Utah, & Colorado
TEAM	Together Empowering Al-Anon Members
WSA	World Service Area; each area is represented by a delegate at the WSC
WSC	World Service Conference, Al-Anon's annual meeting in April (see pg 111 of the Service Manual)
WSO	World Service Office, AFG headquarters in Virginia Beach (see pg 111 of the Service Manual)

Al-Anon guidelines

The Shared Experience of Al-Anon and Alateen Members.

Group Representatives

G-11

The Group Representative (GR) is a vital link in the continuing function, growth, and unity of worldwide Al-Anon. GRs should be members with experience, stability, and an understanding of the Traditions and how they work as applied in the *Al-Anon/Alateen Service Manual* (P-24/27).

Requirements

Any Al-Anon or Alateen member with a willingness to represent the group at the district meeting and Area Assembly in order to carry the message of Al-Anon's/Alateen's group conscience, and who is not also a member of A.A., is eligible to serve as GR. A GR should have a basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they are applied in our groups.

Term of office

GRs are elected by the group, generally for a three-year term. (See the *Al-Anon/Alateen Service Manual* [P-24/27] for information about electing Group Representatives.)

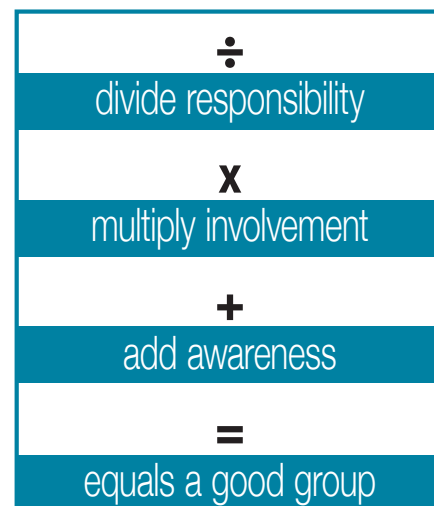
Duties

- Attends district meetings and Area Assemblies and reports back to the group; votes on behalf of the group.
- Can bring the group's viewpoint on any situation or problem to the attention of the District Representative (DR).
- Keeps members informed about information from the district, Assembly, Area Delegate, World Service Conference (WSC), and the World Service Office (WSO).
- Works with the group Current Mailing Address (CMA) to share the monthly *Group e-News* (electronic newsletter for groups) with group members.
- Encourages members to subscribe to and submit articles for *The Forum*, Al-Anon's monthly magazine.
- Suggests participation in Public Outreach and Alateen service projects.
- Informs members of the need for Alateen Group Sponsors. Becomes familiar with the Area process for certification of Al-Anon Members Involved in Alateen Service (AMIAS).
- Keeps the Alternate GR informed to ensure the group is represented if unable to attend district and Area Assembly meetings.
- Assists the Alternate GR in serving as the Al-Anon Information Service Representative (ISR).
- Explains the need for self-support in the group, district, Area, Al-Anon Information Service (AIS), and World Service Office.
- Encourages group contributions to our service arms in keeping with Tradition Seven.
- Consults with a Service Sponsor or other trusted servants.

As a Group Representative

- You are the first link in the chain that leads to our World Service Conference.
- You elect a District Representative from among all the Group Representatives in your district.
- You elect a new Area Delegate to our World Service Conference at the Area Assembly from among the District Representatives and eligible officers once every three years.

Links of Service



Member + Member = **Group**

Group + **Group** = **District**

District + **District** = **Assembly**

Assembly + **Assembly** =
World Service Conference

Need-to-know information

You will need to know the names, addresses, e-mail addresses, and phone numbers of the:

- District Representative
- District officers (Secretary, Treasurer, etc.)
- District contacts/chairs (Public Outreach, Alateen, etc.)
- Area Delegate and officers
- Area Coordinators (Alateen, Public Outreach, Archives, Literature, Group Records, *Forum*, etc.)

Meeting dates to remember

- Group business meeting
- District meeting
- Area Assembly

Tips on reporting back to your group

- Take notes at district and Assembly meetings.
- Contact the DR or Delegate if you need clarity about a topic.
- Request time from your group to offer a report.
- Be brief.
- Be enthusiastic.
- Focus on group needs.

**You don't have to have
all the answers,
but you can help the group look at
the Traditions, the Concepts
of Service, and the *Al-Anon/
Alateen Service Manual*
for guidance.**

Reminders

- You are not “in charge” of your group and you are not alone. The Second Tradition tells us, “Our leaders are but trusted servants; they do not govern.”
- You don't have to have all the answers, but you can help the group look at the Traditions, the Concepts of Service, and the *Al-Anon/Alateen Service Manual* for guidance.
- Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well. (See the “Groups at Work” section of the *Service Manual* for additional information about Group Business Meetings.)
- Your group may ask you to chair the business meeting (see sample agenda).
- Your DR is a local resource.

Helpful tools for a Group Representative

Each group receives a copy of the *Al-Anon/Alateen Service Manual*. You will find it to be a valuable tool in answering your questions and those of your group. The complete *Service Manual* and many other service tools are available on-line. You can also expect help and support from your District Representative (DR) and the Area Delegate.

Some of the materials available on the Al-Anon Members' Web site, www.al-anon.alateen.org/members, are:

- The complete *Al-Anon/Alateen Service Manual*
- Al-Anon/Alateen Guidelines for many areas of service
- Group Services podcasts
- The *Best of Public Outreach* (a “how to do it” service tool)
- *World Service Conference Summaries*
- *Seventh Tradition* leaflet (S-21)

Benefits of becoming a Group Representative

Individuals who wish to gain self-confidence, spiritual growth, and improved self-esteem are encouraged to be willing to serve. Service activity connects you with people who have experienced recovery at another level. Your fears will diminish, you will reap the benefits of giving to others, and you will learn that by placing our common welfare first, you will receive much more than you give.

In addition to meeting Al-Anon members from other cities and towns in your district, the Group Representative is eligible to stand for District Representative and other district offices when the district holds its elections.

Sample Agenda for Group Business Meeting*

Treasurer's Report

- Income and expenses since last report
- Balance

Literature Report

- Present inventory
- Discuss group's literature needs

Public Outreach Report

- Explain public outreach activities of group members since last report

Group Representative Report

- Report highlights of previous district and Assembly meetings
- Have multiple copies of full Assembly reports available

Al-Anon Information Service (AIS) Report

- Discuss highlight of previous AIS meeting

Old Business

- Status of previous group issues

New Business

- Discussion of group concerns
- Group conscience decisions/vote on issues

General Updates

Questions/Comments/Announcements/Suggestions

Date for Next Meeting

Each individual group's autonomy can and will decide business meeting format and content.

**Adapted from Alberta/NWT GR Survival Kit*

Northern California World Service Area Newsletter

Fall Issue 2017

Volume 57

Issue II

Available online at <http://www.ncwsa.org/newsletters/>



The 12 Stepper

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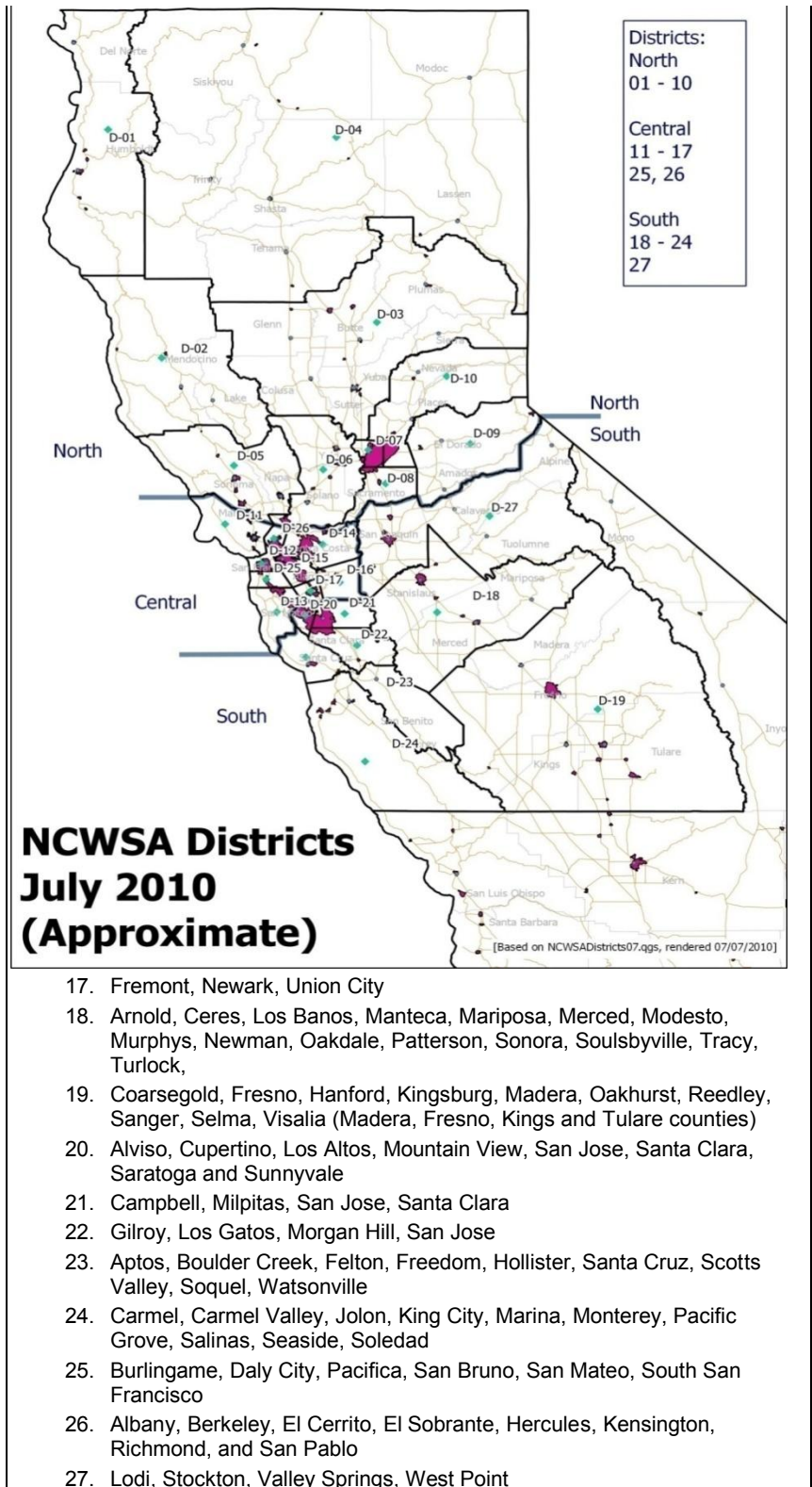
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For a bigger, better, more accurate, clickable version of this map, and much more detailed meeting list, please visit our website:

ncwsa.org/meeting-map/

Towns Where Groups Meet by District Number

1. Arcata, Crescent City, Eureka, Fortuna, Gasquet, Klamath, McKinleyville, Redway, Smith River, Willow Creek
2. Covelo, Fort Bragg, Gualala, Hidden Valley Lake, Lakeport, Laytonville, Lower Lake, Mendocino, Ukiah, Willits
3. Berry Creek, Chester, Chico, Greenville, Magalia, Oland, Oroville, Paradise, Quincy, Taylorsville, Willows, Yuba City
4. Alturas, Anderson, Fort Jones, Happy Camp, Mt Shasta, Red Bluff, Redding, Shasta Lake, Susanville, Weaverville, Yreka
5. American Canyon, Cloverdale, Glen Ellen, Guerneville, Healdsburg, Kenwood, Napa, Petaluma, Rohnert Park, St. Helena, Santa Rosa, Sebastopol, Sonoma, Windsor
6. Davis, Dixon, Esparto, Fairfield, Rio Vista, Vacaville, Vallejo, Woodland
7. Carmichael, North Highlands, Sacramento
8. Elk Grove, Galt, Rancho Cordova, Sacramento, West Sacramento
9. Cameron Park, Coloma, El Dorado, El Dorado Hills, Georgetown, Jackson, Pine Grove, Placerville, Pollock Pines, Shingle Springs
10. Auburn, Colfax, Downieville, Fair Oaks, Folsom, Grass Valley, Loomis, Nevada City, Orangevale, Rocklin, Roseville, Truckee
11. Corte Madera, Inverness, Mill Valley, Novato, San Anselmo, San Geronimo, San Quentin, San Rafael, Tiburon
12. San Francisco
13. Belmont, Burlingame, Foster City, Half Moon Bay, Ladera, Menlo Park, Palo Alto, Redwood City, San Carlos, San Mateo
14. Alamo, Antioch, Bay Point, Benicia, Brentwood, Concord, Danville, Discovery Bay, Lafayette, Martinez, Napa, Oakley, Orinda, Pittsburg, Pleasant Hill, San Ramon, Walnut Creek
15. Alameda, Castro Valley, Hayward, Oakland, Piedmont, San Leandro, San Lorenzo
16. Dublin, Livermore, Pleasanton, San Ramon



Al-Anon/Alateen Service Manual 2018-2021

1 Al-Anon and Alateen Groups at Work

"Al-Anon and Alateen Groups at Work" provides a framework within which each group can develop and grow. It offers basic information to all group members concerning the group structure and how it relates to other groups and Al-Anon as a whole.

2 Digest of Al-Anon and Alateen Policies

The "Digest of Al-Anon and Alateen Policies" reflects policy statements that grew out of questions and experiences from the Al-Anon fellowship worldwide. They are interpretations of our basic guides, the Twelve Traditions and the Twelve Concepts of Service.

4 Al-Anon's Twelve Concepts of Service

"Al-Anon's Twelve Concepts of Service" deals with the "why" of our service structure in such a way that the valuable experience of the past and the lessons drawn from that experience can never be forgotten or lost.

3 World Service Handbook

The "World Service Handbook" explains how Al-Anon is held together worldwide, how it is structured, and how our trusted servants can best function within our structure.