

Maryland & District of Columbia Area
Guidelines for District Representative (DR)

April 2017

The **District Representative (DR)** is a member selected by Group Representatives of the District to coordinate activities within the District and to be the District's liaison with the rest of the Al-Anon Service Structure.

Eligibility and Qualifications:

- Any Al-Anon/Alateen member who is not also a member of Alcoholics Anonymous, and who is or has been a Group Representative is eligible.
- Be familiar with the *Al-Anon/Alateen Service Manual*, and have a working knowledge of the Steps, Traditions and Concepts of Service.
- Be able to attend District meetings, Area Assemblies and Area World Service Committee (AWSC) meetings.
- Some organizational and communication skills are an asset.

Responsibilities and Duties:

- Follow guidance in the *Al-Anon/Alateen Service Manual* and in *Al-Anon Guidelines: District Representative (G-37)*.
- Call and chair District meetings, preferably at regular intervals.
- Have an election to fill any vacant District offices. Most Districts have a District Rep, an Alternative District Rep, a Treasurer, and a Secretary. In some Districts the Alternative District Rep serves attends the local Al-Anon Information Service meetings; other Districts have a separate position for function.
- Attend all Area Assemblies and AWSC meetings. *If unable to attend, arrange for a substitute.*
- Prepare a written report on District activities and send it to the Area Secretary and Area Chairman at least two weeks before each AWSC meeting. This report will become part of the AWSC meeting minutes and will be published in the Area newsletter.
- Be prepared to give a brief oral report at each Area Assembly and AWSC meeting.
- Keep in touch with Group Representatives in the District to learn the views of the groups and their problems, which, in turn, you may report to the Area World Service Committee or the Delegate.
- Visit all groups in the District, particularly new groups, to make sure they are getting

necessary information and help.

- Help the groups understand and apply the Traditions.
- Prepare a mailing list of all Group Representatives in the District. Send copies of this list to
 - The Area Groups Records Coordinator.
 - The Area Chairman
 - The local Al-Anon Information Service
- If a group in the District disbands, notify
 - The Area Groups Records Coordinator.
 - The local Al-Anon Information Service