

Area 1 Alabama/NW Florida Alternate Delegate Responsibilities/Duties

1. Actively participate in the process of the General Service Conference, by being familiar with the Agenda Items, Advisory Actions, Additional Committee Considerations, and all related background material for the Conference Committee. Offer information, experience, and input to our Delegate to help prepare him/her for the General Service Conference.
2. Attend, serve, and participate as a voting member of the Area 1 Assembly.
 - a. Work closely with the Delegate, committee members and officers, sharing experience throughout the year. After GSR and committee members have reported on the Conference, learn from these A.A.'s how groups and members reacted.
 - b. Assume added responsibility if the area chair and alternate chair are unable to serve. Or, if an area committee is not functioning effectively, the delegate may take an active role in remedying the situation.
3. Provide leadership in solving local problems involving the A.A. Traditions. From time to time, you will receive a call from a member or a DCM or GSR with questions.
4. Maintain an understanding of all pertinent issues before the Area Assembly as well as agenda items for the General Service Conference in order to step in at a moment's notice to fulfill all responsibilities of the Area Delegate.
5. Chair and set agenda for the DCM committee meeting held at each area assembly.
6. Attend, serve, and participate in the Assembly Agenda meeting on Friday evening.
7. Chair the Pre-Conference committee meeting at Area Assembly.
8. Attend the Assembly Sunday morning business meeting.
 - a. Sign the roll-call roster by 8:45.
9. Make copies for the Area Delegate when necessary.
10. Attend, at the Delegate's request, the Southeast Region Forum and the Southeast Region Conference workshops and presentations.
11. Attend the annual Delegate's get together held each February in Atlanta.
 - a. Be prepared to give Area highlights in Delegate's absence.
 - b. Prepare to give report to Area Assembly on this event
12. Give detailed reports to the Area Assembly on the Southeast Region Forum and the Southeast Region Conference workshops and presentations.
13. Maintain open communication with Area Chair, Delegate and other Area officers as situations may dictate in order to keep informed of all Area business.
14. Prepare and present an estimated annual budget, including income and expenses, to be approved by the Area Assembly no later than the 1st Quarter Assembly of that budget year.
15. Generate, maintain, and make available to Area Assembly appropriate records for expenditures.
16. For more information on duties, responsibilities, and qualifications of Area Officers and Area Committee Chairs, please see the A.A. Service Manual, and other General Service Conference-approved literature.

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