

Kansas Area 20

**World Service
Committee**

Members' Handbook

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Handbook Mission Statement

To assist Area World Service Committee members in understanding what the Area World Service Committee is, what it does and how it works, as well as the importance of participation from all members. We believe this handbook can and should be used alongside of our “Job Description Notebook” and our “Service Manual”.

Why and How this Handbook Came To Be

Members of the Area World Service Committee, recognizing that sometimes there can be confusion in understanding the functions and procedures of the committee, felt the need for an orientation process to assist members and encourage participation.

An Area Task Force was appointed in 2010 to develop ideas, strategies and materials to meet this need. The following background statement was provided to help guide the Task Force.

The current AWSC members feel that we have an orientation system both at the District level and Area level for new Group Representatives, but have nothing to help those elected to the AWSC who have never served at this level before – the District Representatives, the Coordinators and the Officers. Some of the questions that have surfaced are:

- *How do we let these new AWSC members know what we do at meetings*
- *What our expense reimbursements are*
- *Responsibilities of a particular service position*
- *Area budget and financial information for a service position*
- *Why it is important to attend every AWSC meeting*

It has been said that each service position has a written guideline for responsibilities and duties but we have found that the previous member in that position is not always able or available to assist the new person. It may take a year or two for new AWSC members to fully understand what is expected of them.

The specific charge for this task force was:

To brainstorm ways to acquaint newly-elected AWSC members to the AWSC, in particular those who have never served at the Area level before. Using your ideas, develop strategies for showing these newly-elected members how the AWSC works and why, who it's members are, the policy regarding expenses for travel, meals and room, what is expected of them and the personal benefits they will receive. An additional strategy might be how to create, keep and share enthusiasm for service. If your strategy is a presentation or a workshop, develop it so it is basically a finished product and can be used right away.

General Information for Area World Service Committee Members

Common Abbreviations and Definitions

Al-Anon as many fellowships and organizations has many abbreviations that are commonly used in communication. Once people have been around for a while, these roll off the tongue as any simple language without thinking that someone may not be familiar with their meaning. Below are several common abbreviations used in Al-Anon and particularly in the Area World Service Committee. These abbreviations will be frequently used through the rest of this handbook.

AAPP	---Area Alateen Process Person
AFG	---Al-Anon Family Groups
AIS	---Al-Anon Information Services
AISR	---Al-Anon Information Service Representative
Alt. DR	---Alternate District Representative
Alt GR	---Alternate Group Representative
AMAC	---Alateen Mid-America Conference
AMIAS	---Al-Anon Member Involved in Alateen Service
AWSC	---Area World Service Committee
CAL	---Conference Approved Literature
CMA	---Current Mailing Address
DR	---District Representative
GR	---Group Representative
IAGSM	---International Al-Anon Group Service(s) Meeting
ISR	---Information Service(s) Representative
KARU	---Kansas Alateen Round-Up
KBDM	---Knowledge Based Decision Making
LDC	---Literature Distribution Center
ODAT	---One Day At a Time
PMA	---Permanent Mailing Address
PO	---Public Outreach
PSA	---Public Service Announcement
TEAM	---Together Empowering Al-Anon Members
WSC	---World Service Conference
WSD	---World Service Delegate
WSO	---World Service Office

Functions and Responsibilities of the AWSC

The primary function and responsibility of the AWSC is to plan and prepare for the Assembly. It is through the work of the AWSC that the variety of operational activities required to handle the mission of Al-Anon throughout the Area. The AWSC is responsible for suggesting items that need to be on the agenda for the upcoming Assembly meeting and

to make decisions that cannot wait for the Assembly meeting. Often times there are items for the Assembly that may need some research or work conducted on them in preparation for the Assembly so Thought Forces or Task Forces may be identified at the AWSC meeting in order to help better facilitate KBDM at the Assembly meetings.

The Importance Of AWSC Members Attending Meetings

Why should we attend all of the meetings possible? "Progress for the greatest number depends upon unity" (Tradition 1). It is not fair to the other members when some do not attend, the workload lands on a few. "Participation is the key to harmony" (Concept 4). All discussions require as many voices as possible to arrive at the best solution. All decisions require votes from everyone, not just a few. When it comes to being informed, if they don't attend, they don't know what is going on, how to implement it, or share with their groups back home. This leaves all of Kansas Al-Anon at a disadvantage.

Who Does What?

The information below is a brief explanation of each Area Officers and Coordinators responsibility. For further information please see the Officers/Coordinators Guidelines on the Kansas Al-Anon/Alateen Website.

Delegate: Is the information link between the World Service Conference and the World Service Office and the Area.

Alt Delegate: Is responsible for working closely with the Delegate, to participate in Area World Service Activities and to act as Delegate if the elected Delegate cannot fulfill the elected term. Also serves as the Forum Coordinator.

Area Chairperson: Is responsible for preparing the agenda for all Area World Service Committee and Assembly meetings and presiding over all meetings.

Co-Chairperson: Assist the Area Chairperson in any way required. They serve as an alternate if the chairperson is unable to chair an Assembly or an Area World Service Committee meeting. Also serves as the liaison to the facilities where the meetings are held.

Secretary: Send notices of Area meetings, take minutes of Area meetings and sends out minutes. They also are responsible for taking roll call at Area meetings and any other secretarial duties deemed necessary.

Treasurer: Is responsible for receiving and depositing all contributions made to Kansas Area Al-Anon. They pay all the bills for expenses approved by the Area World Service Committee and Assembly.

Group Records Coordinator: Is the contact between the groups and the World Service Office in regards to group records. They work on keeping group information current and when there are changes, they send the information to those who need it.

Public Outreach Coordinator: Is responsible for coordinating public outreach activities through the area by cooperating with professional communities, Institutions and Public Information efforts.

Alateen Coordinator: Is responsible for all Area Alateen functions. They are the link between the World Service Office and the Area on all Alateen matters.

Asst Alateen Coordinator: Assist the Alateen Coordinator. They serve as a link between the Al-Anon members and the Alateens at all program events.

Archives Coordinator: Is responsible for preserving the experience, history, and memorabilia of the Al-Anon fellowship.

Literature Coordinator: Is responsible for encouraging the use of Conference Approved Literature, and maintaining the Area Literature Distribution Center. They maintain an inventory of Conference Approved Literature and fulfill orders submitted by individuals, groups, and districts.

Area Alateen Process Person: Is responsible for making sure all Alateen groups in Area 20 are abiding by the Safety and Behavioral Guidelines for our Area and the World Service Office.

Stepfinder Editor: Is responsible for providing up-to-date information to the groups within the Area. They publish the newsletter quarterly; both in email and paper form and send to all subscribers.

Webmaster: Is responsible for maintaining the Kansas Area 20 website, ensuring the site is hosted and functional. Keeping information up-to-date (meeting information, minutes from Area meetings and other information as needed)

District Representative: Is elected by each District for the purpose of facilitating the needs of their respective district and to represent their district on the AWSC. Serves as the liaison between the area and the district they represent.

Mentoring

The outgoing Area Chairperson upon completion of election will give newly elected members of the committee a list of willing members who have and will be serving on the Committee. The newly elected member of the committee will choose and list three and hand it back to the Chairperson with their own name and new position on the top of the list.

Shortly after the election assembly, the outgoing Chairperson will notify the assigned “Mentor” to make contact with the newly elected member in a timely manner before the next Area World Service Committee meeting, and sit with them for their first AWSC meeting to assist them.

Agendas for AWSC and Assembly Meetings

The final agenda for the AWSC and the Assembly is set by the Area Chairperson. As previously discussed the AWSC helps in this process at the AWSC meetings. The agenda for the AWSC meeting is sent out four weeks in advance to the members of the AWSC and the agenda for the Assembly is sent out four weeks prior to the Assembly all members of the Assembly by the Secretary. Any item to be added to the agenda should be sent to the Area Chairperson two months prior to the respective meeting for consideration on the agenda.

In general, each meeting agenda includes opening with the Serenity Prayer, reading of the Twelve Steps and Twelve Traditions and a roll call. This is followed by reports from the officers, housekeeping items and Coordinator reports. Additional business items may include actions that need to be taken, Thought Force and or Task Force reports as well as any other presentations or business items related to the Area.

Meeting Locations and Times

AWSC:

First weekend of February and second weekend of September
1:00 PM on Saturday and concluding around noon on Sunday.
Best Western Mid-American Inn
1846 North 9th Street
Salina, KS
(785) 827-0356

Assembly:

First weekend of May and first weekend of November
8:00 AM on Saturday until about 3:00 PM (Sharing meeting held on Friday evening at 8:00 PM)
Best Western Heart of America Inn
632 Westport Blvd.
Salina, KS
(785) 827-9315

What to Bring With You To AWSC and Assembly Meetings

- Current Al-Anon Alateen Service Manual
- AWSC Handbook
- Copies of any reports at least for the Secretary and the Stepfinder Editor

- Materials sent in advance of the meeting (i.e. agenda, KBDM materials, other reports)
- Any other materials specific to your role at the meeting
- A desire to do the right thing
- An open mind
- An informed mind
- An enthusiastic attitude of gratitude
- Any and all questions
- A willingness to be fully engaged and active participant in the process

How It Works

KBDM Procedure

The KBDM procedure in no way prohibits introducing and voting on a topic or issue that comes up suddenly and requires immediate decisions nor would it be required for non-policy or non-procedure items. Please communicate with the Area Chairperson of your intent to submit a KBDM.

1. Every topic brought to the AWSC or Assembly for discussion will be written on the KBDM Worksheet using the following format:
 - A. Make a title for your topic.
 - B. Topic Statement or Framing: this is an introduction; keep it brief. It could be a question or quotation, something that grabs the attention.
 - C. History or Background: this section gives the background as well as the relevance of the topic, the reason it needs to be discussed at this time.
 - D. Summary or Conclusion: this will give a final perspective on the topic but not give a solution; it will ask for a discussion.
2. The following five questions could be used as a foundation to gather information to write the KBDM Worksheet.
 - i. What do we know about our membership's needs, wants and preferences that is relevant to this topic?
 - ii. What do we know about our resources (finances, membership participation, etc.) that is relevant to this topic?
 - iii. What do we know about the current realities (membership, culture, etc.) and our fellowship's environment (technology, spiritual principles, our Steps, Traditions, and Concepts) that is relevant to this topic?
 - iv. What are the pros and cons? What do we wish we knew?
3. Once this is done, the completed KBDM Worksheet will be sent to the Chairperson with a request that it be added to the next AWSC and following Assembly meeting's agenda and the form will be sent out with the AWSC and Assembly agenda by the Secretary. (Our policy requires that this be done four weeks in advance.).
4. The Chairperson will introduce the topic at the beginning of the meeting, stating that a discussion will take place without a vote. Discussion takes place, giving everyone an opportunity to ask questions and share opinions. Discussion is then tabled, giving everyone a chance to reflect and discuss among themselves. Then, the topic will be re-introduced later in the meeting, asking the following questions:
 - A. Has everyone asked all the questions needed for clarity?
 - B. Has everyone had an opportunity to voice their opinion?
 - C. Has the minority opinion been heard?
 - D. Does everyone feel they thoroughly understand the topic?
 - E. Does everyone feel that an informed group conscience has taken place?

- F. Is the group ready to take some action – i.e. write a motion, take a vote, dismiss the topic, etc.
 - G. If not, can this topic be tabled until the next meeting?
 - H. It is possible that just a discussion is sufficient and no further action is necessary.
5. If the action results in a motion being presented, the motion will be written out on the Area Motion form and read twice by the Secretary.
 6. The Chairperson will ask if the members wish to have a written ballot or show of hands. The vote will be taken; all eligible votes will be accounted for.

Thought Force and Task Force Guidelines

A Thought Force generates ideas; a Task Force develops action.

If the need for a Thought Force or a Task Force is determined by the AWSC or Assembly, the Area Chairperson in consultation with the Co-Chairperson, Delegate, and Alternate Delegate will complete the “Charge Worksheet”. The Area Chairperson will determine the number of persons to be on the Thought or Task Force. The Area Chairperson will invite members from across the area with a willingness to serve and a range of strengths. The Area Chairperson will appoint one of them to be the Thought or Task Force Chair. The members themselves will decide on a secretary.

All members of the Thought Force or Task Force are considered to be equal, although the Chairperson will have additional responsibilities. When the Chairperson calls the first meeting, members will discuss the “charge” making sure everyone understands the assignment. This will be a time for choosing a Secretary, for brainstorming, assigning any outside tasks such as research or surveys. The Chairperson may use the suggested KBDM questions to assist in the process. Members will set a time-schedule for deadlines, the number of meetings they will have, how and when they will meet and will be in agreement with their final presentation.

Thought Force or Task Force Chair Responsibilities:

- Will build the agenda – the plan of action based on the set time-schedule
- Will review the agenda with the members and ask for agreement to follow it
- Sets the ground rules for discussion
- Keeps the discussion on topic
- Sets up the meeting times, dates and method of communication and the purpose of each meeting
- Helps the group maintain a sense of unity by allowing everyone to talk
- Will make sure the “charge” is done correctly, checking with the Area Chairperson if necessary

Thought Force or Task Force Secretary Responsibilities:

Writes down all ideas and basic discussion and shares with all members

Asks for clarity if needed

Thought Force or Task Force Final Presentation:

Will include the “charge”, some general comments about their discussions and some suggested strategies for solving the “charge”.

The Task Force will make recommendations based on the strategies

The strategies/recommendations could also include the pros and cons

The strategies/recommendations could include the answers to the five KBDM questions

It will be the responsibility of the AWSC or Assembly to make the final decision based on the information presented.

Procedure for Making a Motion

When a member of the AWSC or the Assembly wishes to make a motion for the AWSC or Assembly to vote on, the member gets a motion form from the Secretary which is to be completed and signed by both the member making the motion and another member who will second the motion. The motion forms will contain the exact wording of the motion which is to be voted on and become an official part of the meeting minutes. The completed form is returned to the secretary who will upon request of the Chairperson read the motion. The Chairperson will call for any discussion. If an amendment is requested by a member, the maker of the motion and the member seconded the motion must agree to the amendment. Once all discussion has been completed and any amendments either accepted or declined, the Chairperson calls for a vote of yes, no or abstaining on the motion. The Secretary will count the votes and give the results to the Chairperson who will announce the results and the Secretary will record the results in the minutes.

Written Reports

Anyone making a report at the AWSC or the Assembly meeting is requested to provide a written copy to the Secretary and the Stepfinder editor. It is also requested and quite helpful if an electronic copy of the report is also e-mailed to the Secretary and Stepfinder Editor.

Financial Processes

Travel Reimbursement for AWSC Members

1. If you are a DR and also Area Officer, Coordinator or Advisor, the District pays your expenses to AWSC meetings and Assembly.
2. If you are a GR and DR, the group pays your expenses to Assembly and the District pays your expenses to AWSC meetings.
3. If you are a DR and your District cannot pay your expenses the Area will, but ONLY if your District can't.
4. Area Officers and Coordinators will be reimbursed for gas only, NOT MILEAGE.
5. Meals will be reimbursed at actual expense up to \$9.00 per meal.
6. Lodging will be reimbursed up to 1/2 of actual room cost unless hardship or gender prevent two in a room.
7. Conference Committee members' travel expenses to AWSC and Assembly Conference Committee meetings are to be paid out of Conference funds, UNLESS you are also a DR or GR, then the guidelines for DR's or GR's apply. If you are also an Area Officer, Coordinator or Advisor, then the Area pays your expenses.
8. Receipts for all expenses are to be given to the Area Treasurer who will provide for appropriate reimbursement.

Annual Budget Procedure

Annually at the September AWSC meeting, the Treasurer will present a budget proposal based on actual expenses of the previous year making adjustments for projected expenses based upon knowledge of how expenses may change (i.e. travel cost for attending various meetings by Offices and Coordinators may vary based on location and travel distance or cost of fuel or lodging changes or postage expenses may change if the USPS has announced a rate change etc). The AWSC members then suggest and agree upon any changes to the proposal. The proposed budget is then taken to the General Assembly for final passage with any changes made by the Assembly members in November.