

## **GROUP REPRESENTATIVE** (*Elected position*)

Attend all District meetings or send the Alternate Group Representative. Review past months meeting minutes and submit any corrections to the District Secretary.

Give a Group report to include upcoming events, problems, solutions that worked to former problems, issues from the District that were taken back to the groups, issues from the Group taken back to the District.

Attend Pre-Conference, Summer Seminar (Seabeck) and Fall Assembly or send a representative with the voice of the group.

All expenses to be covered by the Group when attending required functions.

Be a good steward of the Group's monies when attending required functions.

Be available as a resource to other District 23 Group Representatives, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.

Familiarize oneself with the duties of the Group Representative in the Al-Anon and Alateen Service Manual, and the WSO Guidelines.

Serve as the voice of the Group to the District and the voice of the District to the Group.

Encourage members to submit personal sharing to the District's Newsletter Coordinator and the WSO Forum magazine, Encourage Forum subscriptions.

Have a copy of the District Secretary's minutes available for any group member.

Have a copy of the District Treasurer's report available for any group member.

Have a copy of the District Literature Depot's report for any group member.

Have a copy of the Delegate's report available for any group member.

Keep WA Area Records Coordinator, WA Area Web-site Coordinator, District 23 Web-site Coordinator, District 23 Newsletter Coordinator, Schedules Coordinator, and District Representative, all updated on any changes to group records information.

A subscription to the *Washington Wanderings* is recommended.

Having a Service Sponsor is strongly recommended.

In March each year, submit a short report to the District of the past years events or activities.

## What Is A Group Representative?

*(Having a Service Sponsor is strongly recommended)*

1. Trusted Servant is responsible to the group, but not for the group.
  - a. Elected by group for a three (3) year term.
  - b. Forum Representative.
  - c. Attends Area's three (3) Assemblies a year
    - 1) Pre-Conference -Summer Seminar – Fall Assembly
  - d. Acts as Information Services Representative (if there is not an Alt GR).
2. A Service Sponsor for the group. "Participation is the Key to Harmony" (Concept 4)
  - a. Encourage group members to participate in ALL areas in the group.
    - 1) Chairperson
    - 2) Treasurer
    - 3) Secretary
    - 4) Information Services Representative (Alternate Group Rep)
    - 5) Literature Person
    - 6) Refreshment Person/Host
    - 7) Alateen Sponsor
    - 8) Teleservice
    - 9) Hosting a 3<sup>rd</sup> Saturday Speakers meeting.
3. The pipeline for information from World Service Office (WSO), Area and District.
  - a. Attends District meetings and Area meetings, taking information back to the group.
  - b. Carries the Group's Conscience to the District and Area Assemblies.
  - c. Acts as a Trusted Servant when new or additional information is given.
  - d. Makes sure the Group's Current Mailing Address (CMA) is correct and, when changes are made, the information is passed on to District Representative, and WA Area Records Coordinator.
  - e. Encourages the Group and Treasurer to distribute funds as suggested in the WSO Guidelines.
  - f. Monitor Websites, newsletters and schedules to make sure the group information is correct.
4. A future District Representative or A future Delegate.

### Concept 9:

**"Good personal leadership on all service levels is a necessity."**

**"Good leadership cannot function well in a poorly designed structure. Weak leadership can hardly function at all, even in the best of structures. Good leadership can be here today and gone tomorrow. Furnishing our service structure with able and willing workers is a continuing activity. We must constantly find the right people for our many service tasks. Since our future effectiveness thus depends upon ever-new generations of leaders, it seems desirable that we now define what a good service leader should be."**  
(Page 168-9)