

RESPONSIBILITY PRESENTATION FALL 2012 ASSEMBLY
Breakout Session For District Representatives

Handouts: (G-37) Guidelines for District Representatives

(G-15) Guidelines for District Meetings

- Be familiar with the Service Manual, as well as Policy and Procedures for the Area. District Reps are in a leadership position and have a responsibility to be a link between the Area and the groups. Being familiar with the tools available for service helps to make your job more manageable.
- It is your responsibility to attend AWSC meetings and bring back information for ALL groups in your district.
- At some point during your term, visiting each group in your District is strongly suggested. Establish good communication with each group.
- As a DR, you are asked to go through the process of being an AMIAS. Be familiar with the NYN Alateen Requirements and Guidelines. Know the process, so you can explain it to others. Encourage your GRs to do the same.
- Reach out to Districts nearby, especially those that are not active in Area Service.
- A discussion on email etiquette:
 - l Include AFG in subject line – do not use AI-Anon
 - l Acknowledge receipt of email with a “got it” or “OK”
 - l As DR, you could set up an email account similar to Area system:
Example: DR22@gmail.com or yahoo.com or hotmail.com
 - l Keep email info confidential (within program) and up to date at District, Area and WSO level. **Group Contact and Current Mailing Address info should be updated. Each group should have a dated copy of group information and be encouraged to refer to it often to make sure it is correct. Remember that members may come and go from groups and info (phone numbers) change. WSO uses the information groups have provided when someone calls looking for a meeting. The Forum subscription is mailed to each group CMA. Email information is also sent out to every group.
- As DR, check to see that each group in your district is receiving information from the District, Area and WSO, including The Forum.
- Use of WSO, NYN and AIS websites is very helpful. There is a wealth of information available. Be familiar with the sites and encourage groups and individuals to check them out. The Area provided table tent cards for each District to pass out to their groups. Display them and refer to them.
- Include website info on meeting schedules/phone lists.
- Encourage groups to use Northern HiLights as a communication tool. It is the Area’s main source to let groups know what is happening in the Area between Assemblies.
- Question: Should a District get it’s own website? Answer: Not necessary. Could be costly to maintain. There are 3 AIS websites which include multiple districts and an Albany (Capital District) site which covers 4 districts plus our Area site.

- We had a discussion on Group Inventory:
 - } Encourage groups to do an inventory
 - } Lead by example and do a district inventory
 - } Use (G-8a/8b) Guideline for Group Inventory
 - } Make it a positive experience/Use the example and include newcomers –it is a healthy way to look at group concerns and find solutions, as well as looking at what we are doing right. It helps everyone with taking responsibility for his/her own part in the group. Often we don't know what our responsibilities are.
- At the time of this presentation, there were two Service Plans available on the WSO members website located under Group Services-click on Service Plans. There is only one listed now. It is *The District Game Plan*. Although it was 2003-2004 plan, it is still relevant today. It is another service tool that is available to us. Try it and let us know if any of it works for you.

Please let us know what is working in your district and concerns you may have. Talk to each other and we can reason it out. We want you to succeed.