

Delegate – Elected position, and is the primary communication link between the groups and the WSO. This person should be either a current DR, or past DR. He/she must NOT also be a member of Alcoholics Anonymous (AA). He/she is to represent all the groups in his/her Area at the annual World Service Conference (WSC). He/she is to bring the Area's viewpoint on matters affecting the entire fellowship to the Conference, and to return with a broader perspective of Al-Anon worldwide. To be the bridge of understanding that links the groups & districts in the area with Al-Anon worldwide, to help them continue to function in unity. And, of course, to be a servant of Al-Anon as a whole. The Delegate shall attend each meeting of SIAWSC and SIAFG, Inc (Area Assembly); and shall submit a report to these meetings after attending the WSC, along with any updated information shared by WSO. He/she will be a member of the BOD, and chair the BOD meetings; shall be a member of the IL State Al-Anon Convention Resource Committee (CRC), and chair the wrap up meetings when the convention is held in Southern Illinois Area. He/she shall distribute or cause to be distributed, to any new Al-Anon Family Group or Alateen Group registering with SIAFG, a copy of the By-Laws, a welcome letter, a copy of the SIAFG map and a list of names, addresses and phone numbers of the SIAWSC members. He/she shall submit to WSO no later than January 1st of the regional election year, either the regional trustee (RT) resume or notification that the area does not have a candidate. It is also recommended to serve as Area Chairperson after the Delegate term is up.

Alternate Delegate – Elected position, and works along with the Delegate as much as possible in communicating with the groups & districts. This person also should be either a current DR, or past DR. He/she must NOT also be a member of Alcoholics Anonymous (AA). He/she acquaints himself with all of the Delegate's duties, so that if the Delegate is unable to finish the three-year term, the Alternate can step in to complete it. The Alternate can also serve as the alternate Chairperson, or assist with any other officer position as needed. The Alternate can also serve as the Area Alateen Process Person (AAPP) and can also assist the Alateen Coordinator if necessary. The Alternate shall coordinate workshops or other informational activities at Area Assemblies, and/or arrange for a speaker from WSO to speak in place of a workshop.

Chairperson – Elected position, and should have leadership and organizational abilities, serving rather than dictating. This person also should be either a current DR, or past DR. He/she must NOT also be a member of Alcoholics Anonymous (AA). It is essential to be able to plan an agenda, and conduct meetings in an orderly manner. Communication and cooperation with others is the key to success. The Chairperson shall conduct all SIAWSC and Area Assembly meetings, allow the Delegate to present his/her report of the WSC proceedings and decisions, and ask the Recording Secretary to send meeting notices. He/she shall conduct an annual Assembly inventory [should be done at least once every three years]. The Chairperson will call for vote, the election of officers at the election meeting [see Al-Anon/Alateen Service Manual, pages 150-151, 'At the Assembly Level' – The Election Assembly]. The Chairperson shall appoint all coordinators, and appoint another DR to fill the office temporarily if any officer other than the Delegate resigns before the end of his/her term. He/she may also call for an emergency meeting to discuss urgent Area matters if necessary. The Chairperson shall attend the WSC only when the Delegate and the Alternate Delegate are not available to attend. The Chairperson must sign the contract for the Illinois State Al-Anon AFG Convention when being held in Southern Illinois Area. And, the Chairperson shall bring to, and display at all meetings the 12 Steps, 12 Traditions, and 12 Concepts (banners).

Recording Secretary – Elected position, and shall work closely with the Group Records Secretary to maintain current contact information of all GR's, DR's, officers and coordinators; and to ensure that the names and addresses of the AWSC members are sent to the WSO. This person does not need to be a current DR, or past DR, BUT must not also be a member of Alcoholics Anonymous (AA). He/she will attend to all regular secretarial work and take minutes of all meetings, and will handle correspondence not addressed to a specific officer, coordinator, or committee. The Secretary shall keep a book of minutes of all annual, regular, special and election meetings of SIAWSC and SIAFG.

(These proceedings are to include all voted results regarding Motion content made/seconded, approved or rejected). He/she shall send all notices at least 30-days prior to meetings, and send a copy of minutes no more than 45 days after each meeting of SIAWSC and SIAFG Area Assembly, to each member on the registered SIAWSC & Group list. He/she shall send a copy of corrected minutes of all meetings to such members on the list, and to WSO, no more than 45 days after approval; and submit the approved SIAWSC and SIAFG Area Assembly minutes to the WebMaster for posting to the website. At election meetings, the Secretary shall call the roll of all voting members present and list on the whiteboard qualified candidates for office [the Chairperson calls for vote]. After election, the Secretary is to distribute a copy of the By-Laws and the Al-Anon/Alateen Service Manual to the newly elected members. [Or, these could be passed on at the end of term]

Treasurer – Elected position, and will handle all SIAFG Area Assembly collections and funds. This person shall be the Chief Financial Officer of SIAFG. He/she does not need to be a current DR, or past DR, BUT must not also be a member of Alcoholics Anonymous (AA). The Treasurer should prepare a special appeal letter to be sent at least once per year to all groups asking them to contribute to the Area treasury, to cover Assembly expenses, including contributions to the Delegate's equalized expense. To forward to the WSO, before January 1st, the Delegate's equalized expense amount. He/she is to issue receipts for any contributions received, and to pay all bills for approved expenditures. He/she will be responsible for keeping adequate and correct accounts of SIAFG's monies, and shall present periodic written financial reports to the SIAWSC and to SIAFG Area Assembly. The Treasurer will set aside reserve funds as directed by SIAWSC; and prepare or cause to be prepared the required local, county, state and federal tax returns. The Treasurer will keep the check book and have four officers to be authorized to sign checks; of these, two (2) signatures will be required on every check. The Treasurer will disperse to the Delegate 'out of pocket' expenses while attending the WSO; and to disperse to the Delegate, Alternate Delegate, and Past Delegate approved amount(s) for The Regional Delegates Meeting expenses. And the Treasurer is to provide a budget status report to SIAWSC and SIAFG Area Assembly, and to present an annual proposed budget for the following year, to be approved prior to December 31st.

Group Records Secretary – See Guidelines G-36 (Area Group Records Coordinator) for details. The Area Group Records Secretary serves as the nuts and bolts of the communication connection among the Al-Anon members, the groups, districts, Area, the entire service structure, and the World Service Office (WSO). He/she does not need to be a current DR, or past DR, BUT must not also be a member of Alcoholics Anonymous (AA). He/she is the keeper of the SIAWSC & SIAFG Area Assembly Al-Anon and Alateen group information and district information, and serves as primary contact between the Area and the WSO regarding Al-Anon group records. Updates the Area's records with all changes received from the groups or the WSO, and will use the WSO On-line Group Records application to: register new groups, make group changes, and generate reports as needed. He/she informs groups in the Area that mail from the WSO goes to the Current Mailing Address (CMA) and not to the GR, unless the GR is the CMA. He/she will encourage members and groups to use their WSO identification number; and encourage DRs to send any changes within their district to the Group Records Secretary. He/she will be the link for Meeting Lists between District and Area, making sure all group meeting information is current and accurate. And, will work with the Recording Secretary in sending the News-O-Gram, Minutes of SIAWSC, SIAFG Area Assembly & Board of Directors, and the Treasurer's report to all appropriate persons.