DISTRICT REPRESENTATIVE FOR DISTRICT #3

Our district meets every other "odd" numbered month (January, March, May, etc.) on the first Wednesday of the month at our local Area Information Service Office (AIS). Our meetings last for approximately one hour.

The purposes of the District 3 Meeting are:

- *review and encourage the use of Conference Approved Literature*
- *encourage all groups to be financially responsible in accordance with the 7th Tradition*
- *provide consideration to group problems which may arise from time to time when Al-Anon Traditions are disregarded or other concerns*
- *conduct workshops and projects for the benefit of Al-Anon as a whole*
- *compile and maintain an accurate listing of all group meetings in the district*
- *encourage full participation of each group at the District and Area Assembly Meetings*

Suggested Preparation for a District Meeting

1. *Prepare an e-mail reminder a week to 10 days before meeting for Current Mailing Addresses (CMA's) and/or Group Representatives (GR's) with the previous month's minutes attached, the agenda for the upcoming meeting, and Treasurer's Report when available.*
2. *Print out enough copies of the agenda one to two days before the District Meeting for each attendee.*
3. *Create and print out a copy of the agenda with extra spacing for the secretary to take notes.*
4. *Print out the latest updated list of all GR's/CMA's for attendees to check off their names for attendance.*

DR Activity Description Between District Meetings

- *Forward e-mails from our Delegate or other Area Officers to all GR's/CMA's.*
- *Forward to GR's/CMA's the Area Newsletter once it has been published on the Area Website.*
- *Forward to GR's/CMA's minutes from the Area and other pertinent information that is provided by Area World Service Committee (AWSC) members for the next Area Meeting*
- *Work with District 3 Meeting attendees on public outreach projects, plan and implement workshops*
- *Work with GR's/CMA's and District 3 Group members who are having issues with their groups, using and referring to our Al-Anon Service Manual and sharing experience, strength, and hope. Some of these issues may be brought to the District Meeting to share*
- *Handle correspondence from businesses or facilities such as churches, hospitals, institutions that are interested in having Al-Anon meet at their church or facility.*
- *Keep records updated for all Al-Anon groups, forwarding any changes to the Area Records Coordinator.*
- *Work with Area Website Coordinator in keeping current all District meeting information, such as flyers for workshops, special group meetings, etc.*
- *Receive Al-Anon Member Involved in Alateen Service (AMIAS) applications; call references, then sign and date the application before forwarding the paperwork to the Al-Anon Process Person. NOTE: In the event of unfavorable references, return the unsigned AMIAS application to the AREA ALATEEN PROCESS PERSON (AAPP).*
- *Visit all Al-Anon/Alateen groups in the District over the three year period. It is encouraged to attend the groups when they are celebrating special events such as group anniversaries.*

Respectfully submitted:
Sherry Hoke
District Representative
District 3
Louisville, KY

6/22/16
Approved by Area 3/4/17