DISTRICT REPRESENTATIVE - DISTRICT 12

District Representative Policy:
The role of the District Representative (DR) is to be a liaison between the Groups of District 12 and the Kentucky Area (Area 21). Information is shared by participating in meetings at Area & District level.

District Representative Duties:

1. Attend Meetings
    a. AWSC – Area World Service Conference meets four times each year. In January, the meeting is in Bardstown, all-day on a Saturday. Meetings are Friday evenings prior to Area Assembly, in Elizabethtown in March, June and October.
    b. Area Assembly – All-day meetings are the first Saturdays in March, June & October.
    c. District – Monthly on 2nd Sundays at Hunter Presbyterian Church, 109 Rosemont Garden, Lexington. DR will prepare the agenda and chair the meeting. District efforts may include public outreach activities, workshops, social gatherings and fundraisers.
2. Communicate with Group Representatives (GRs)
    a. Maintain email list of District officers, GRs, CMAs and other interested parties (i.e. past delegates, AIS Liaison/Chairperson).
    b. Share information with GRs from the Area Delegate, Area Chairperson, and other Area officers, to prepare them for discussion and voting at Area Assembly.
    c. Pass on the Area Newsletter by email, or send notice of availability on the KY Area website www.KYAl-Anon.org Some GRs may require mailing of a hard copy.
    d. Keep in contact with GRs, District Officers and Chairpersons, and share District information and announcements between meetings by email and visiting meetings occasionally.
3. Maintain Group Records
    a. District 12 is comprised of 14 counties: Anderson, Bourbon, Boyle, Clark, Fayette, Franklin, Garrard, Harrison, Jessamine, Madison, Mercer, Owen, Scott, and Woodford. Not all of these counties have active meetings.
    b. Keep a notebook of all group records provided by the Area Group Records Coordinator.
    c. Verify the accuracy of group information by contacting the GR or other group contact.
    d. Relay changes in group information by completing a GR-1 form, or ask the Group contact for this. Submit form to Area Group Records Coordinator, who will forward the information to WSO. Meeting changes are then sent to the KY Website Coordinator.
    e. Update Group meeting information changes by notifying the local Webmaster at www.LexingtonAl-Anon.org
    f. Check WSO Online Group Records for requested changes to be made, and follow up with Area Records Coordinator if necessary.
4. Verify references of prospective Alateen Group Sponsors as needed, and send to Area Alateen Process Person. Pass on newly-qualified AMIAS-certified members' AMIAS Checklist to District Alateen Chair.
5. Host AWSC and Area Assembly – District 12 will host once in a three-year term. See Guidelines for Hospitality to AWSC and Area Assembly.

Approved by AWSC 6/2/2017 – Approved by Assembly 10/7/2017