DISTRICT REPRESENTATIVE PROCEDURES

DISTRICT ONE

Kentucky Area

District One meets bi-monthly (February, April, June, August, October, & December) on the third Monday of the month at 7:00 PM. Meetings generally last one hour.

Suggested District Responsibilities

1. Suggested Preparation for a District Meeting
   a. Prepare a meeting agenda
   b. E-mail Group Contacts and/or Group Representatives (GRs) a week to 10 days before the District Meeting the following attachments:
      i. Meeting agenda (ask for additions)
      ii. Previous monthly meeting minutes
      iii. Treasurer's Report when available
   c. Print copies of the agenda, financial report, and minutes before the District Meeting for each attendee
2. Suggest names of people from District-One (recommend previous GRs or alternative GRs) to serve as Alternate DR, District Secretary, and District Treasurer for DRs 3 year term
   a. Repeat this process for any intra-term resignations of the above 3 offices
3. Forward emails from or about the following to District One Alternate-DR, GRs and Group Contacts:
   a. Information from Area Delegate, other Area Officers, and Louisville AIS Office
   b. Area meeting minutes, announcements, & newsletter (or newsletter link)
   c. Pertinent information provided by Area World Service Committee (AWSC) members for the next Area Meeting
   d. District One projects, including Alathon, public outreach, workshops, fundraisers
   e. District One (and surrounding Districts) meeting changes, celebration/anniversary announcements, or other pertinent information
4. Ensure that a District One Representative (DR, Alternate-DR, etc.) visit all District One Al-Anon/Alateen groups during the DR's the three-year term.
   a. Attend group special events or anniversaries when available
5. Update Group Records for all District One groups, forwarding any changes to the Area Records Coordinator per protocol

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6. Maintain District Contact Roster to include name, phone, and email (if available) of:
   a. District One GRs, Alt GRs (or Group Contacts), and Group Treasurers
   b. AIS District One Board Members
   c. Kentucky Area Offices (as provided by Kentucky Area Secretary)
7. Collaborate with District 1 GR's/Group Contacts, and Group members having issues with their groups. Use and refer to the Al-Anon Service Manual and share experience, strength, and hope. Some issues may be brought to the District One Meeting to share for further input and suggestions from the group.
8. In collaboration with District One GRs, Alternate GRs, Group Contacts, and Al-Anon members, plan and carry out (if any) District meetings, District (run or sponsored) Fundraisers, and District workshops (e.g. Alathon)
9. Engage in correspondence from businesses or facilities such as churches, hospitals, and institutions that are interested in having Al-Anon meet at their church or facility

Suggested Kentucky Area Responsibilities

1. DR (or District One designee) attends quarterly AWSC meetings and Area Assemblies
2. Regarding Al-Anon Member Involved in Alateen Service (AMIAS) applications:
   a. Maintain list of AMIAS trained District One Members (obtain from the Area Al-Anon Process Person (AAPP)
   b. Call references when District One Al-Anon member application is forwarded to the DR from the AAPP
   c. Sign and date the application if references confirm applicant is safe to work with youth; if references have concerns, do not sign and date application
   d. Return signed/unsigned paperwork to the AAPP (with explanation if unsigned)
3. Plan & carry out hosting for District One Hosted Area Meetings (occurs every 2 years or so – rotating): setup, takedown, snacks
4. Partner with Area Website Coordinator in keeping current all District meeting information, such as flyers for workshops, special group meetings, etc.
5. Recommend (not approved or vote on) two District One members to the AIS Board of Directors after reviewing members' service résumé