

DELEGATE

1. PREPARE FOR CONFERENCE

There is at least a moderate amount of time needed to prepare to attend Conference. This process begins with a communication from GSO letting the delegates know their conference committee assignments. Later, after the January General Service Board meeting (does not include any new delegates), a Conference Agenda is finalized. The Agenda is usually first communicated to delegates in our region at the annual Delegate Get-together, held over a weekend in early February each year. It is discussed in 2 below. Review at least the background material for your assigned committee(s).

In addition, the GSO Conference desk will forward a number of checklists and items for you to complete, many with different due dates. Among them will be a travel itinerary, travel reimbursement, and information regarding the Area's financial contribution for the delegate's expenses. When this package arrives, it is important to review it, schedule the deadlines, and comply with them.

After the Southeast Regional Delegate Get-Together, circulate the Conference Agenda to the Area Assembly, and provide the background materials from GSO to Area Committee members. The scope and method of providing materials to Assembly members is at your discretion.

???? Once the Area Committee has the agenda, it is your responsibility to inform the Area groups of the agenda, including the significance and meaning of each item. In turn, you become informed of the Area Groups' collective group consciousness.

First-year delegates, they will be assigned a second-year delegate as a "Conference Buddy." This is usually someone from another Region. When you are a second-year delegate, you will be a conference buddy for an incoming first-year delegate. It is a good thing to make contact with your buddy as soon as you find out who it is. There are lists providing full contact info on all conference members. In addition, at the SER Delegates' Get-Together, SER Conference Buddies are chosen to pair up between panels and provide you with a buddy you may already know from regional events.

2. DELEGATE GET-TOGETHER

Early every February, past and current delegates from our Region meet for a weekend. Alternate delegates attend as well. Recently, that meeting has occurred in Atlanta. It is an opportunity for sharing of a wealth of experience, strength and hope. Our region does a very solid job of preparing incoming delegates, and this get together is a very important aspect of it.

3. ATTEND CONFERENCE IN NYC.

This is an annual event, that will require time away from a Friday, through the following week's Sunday. You will have quite a bit of activity leading up to the conference as well, as described in 1 above.

4. RECEIVE, REVIEW AND RESPOND TO MATERIALS FROM GSO, GENERAL SERVICE BOARD AND A.A.W.S.

The delegate is the contact point between our area groups, districts, and assembly, and the Conference. GSO, acting for the General Service Board, will provide substantial materials to you over the course of your term. Many require passing on or distribution to others in the area.

One of the items you get is new group registration forms. When a new group registers with GSO, the delegate is informed. Among other things, this is an opportunity for the delegate to welcome the new group, alert the DCM in the relevant district, and if there are issues on whether the new group is actually an AA group, those can be assessed here. Typically, it is very good to communicate with the new group's GSR right away, and get the group looped into the District and Area service structure.

5. PREPARE FOR AND SUPPORT THE AREA ASSEMBLY

The delegate has several roles and duties at the Area Assembly.

- a. Attend the Friday evening officers meeting with any concerns, items of interest, or taskings.
- b. Attend the "regular" AA meeting following the officers meeting.
- c. Attend any joint AA/AlAnon meetings scheduled on Saturday morning.
- d. Make a brief introduction at the beginning of the GSR Orientation.
- e. Attend and make necessary presentations at the Area Committee Meeting.
- f. Prepare for and present the Delegate's Sharing Session.
- g. Attend and participate as necessary in Assembly Committee meetings.
- h. Attend any scheduled workshops.
- i. Chair the Ask It Basket Session.
- j. Attend the evening AA and AlAnon speakers meeting.
- k. Present a Delegate's Report and participate as necessary in the Sunday Business Meeting.
- l. Chair the Agenda Meeting.

6. COMMUNICATE WITH AREA COMMITTEE; SHARE ENTHUSIASM!

The delegate sets the example. One great source on the scope and nature of your leadership role can be found in Bill's essay on leadership, found in the Service Manual within the discussion on Concept IX.

7. ATTEND ALL AREA AND REGIONAL SERVICE MEETINGS, ANNUAL DELEGATES' GET-TOGETHER AND LOUISIANA STATE CONVENTION

There are presently four area assemblies that occur over four weekends. Every year, there is a Southeast Regional Conference. It almost always coincides with the State Convention of the Area hosting the Conference. All Regional Delegates

are expected to attend. Often delegates are expected to participate in a workshop or some other similar service.

???? During odd numbered years, a Southeast Regional Forum will occur. It rotates among areas, so travel will almost always be necessary. GSO puts on this event, and usually they are very informative and worthwhile. Sitting delegates usually participate in presenting a workshop.

Finally, like all members of the Area Committee, the delegate is expected to attend the annual Louisiana State Convention.

8. BE AVAILABLE FOR WORKSHOPS, DELEGATE SHARING, INVENTORIES, AND A HOST OF OTHER ACTIVITIES

The delegate should attempt to be available for a delegate sharing session everywhere one is requested, and certainly each major metropolitan area in the state. In addition, you will likely be asked to participate in many group, district, intergroup and similar activities. These will likely include inventories by groups, districts, and intergroups, and workshops and speaking engagements.

9. HELP THE AREA FIND FINANCIAL SUPPORT

This requires familiarity with our 7th Tradition, as well as the financial status of our General Service Board and Area.

10. PROVIDE LEADERSHIP FOR LOCAL ISSUES AND SOLVE PROBLEMS

There will be local issues. Often the delegate is asked to participate in group or district workshops and inventories. Moreover, visibility and actual attendance at as many local conventions, roundups and get-togethers as is reasonably possible is encouraged. This definitely includes those events where the delegate is not a speaker, on a panel, etc. The more you are out and about, the better you can assess the collective group conscious of our groups. Also, as noted above, a good resource is Bill's essay on leadership in AA, which is reprinted in the Service Manual within the discussion on Concept IX.

11. REMIND GSRs AND MEMBERS TO INFORM THEIR GROUPS ABOUT GRAPEVINE AND CONFERENCE APPROVED LITERATURE

The delegate has this primary responsibility. In our area, much of the responsibility is delegated to our alternate delegate who also serves as literature coordinator. However, the delegate is the point person.

12. HELP GSO, GSB AND AAWS IN OBTAINING NEEDED INFORMATION

13. VISIT GROUPS AND DISTRICTS WHENEVER POSSIBLE

14. SHARE WITH AND GET FEEDBACK FROM GSRs, AND AREA COMMITTEE MEMBERS

15. PICK UP THE SLACK WHERE NEEDED

There will be some slack, and a leader-by-example will be needed. You need to be willing and able to pick up the slack.

16. CONDUCT THIRD-LEGACY ELECTIONS FOR OPEN POSITIONS AT THE AREA ASSEMBLY, INCLUDING INCOMING DELEGATE AND OFFICERS

Become intimately familiar with Third Legacy Procedures and the manner of conducting the election. This includes gathering the necessary materials and people to assist.

17. HELP THE NEW DELEGATE-ELECT ROTATE IN

This is hugely important. It begins at the very beginning your term. Make sure that the alternate delegate meets the other delegates at the delegate get-together, and keep the alternate delegate [and to a lesser degree, other officers] up to speed. The alternate should be familiar enough to step in for you at any time, in the event of unexpected developments in your life. The alternate should often accompany you, and participate in presenting delegate reports, workshops, panels, etc.

At the end of your term, and once new officers are elected, communicate the names, contact information, and offices of the new slate of officers and committee chairs to ????

18. SERIOUS TIME COMMITMENT

This service role takes a lot of time and energy. Make sure you can accept and meet the requirements of the job before you raise your hand.