

Alternate Delegate

1. Upon election, contact the outgoing Alt Del to set up a time and place to transfer experience, checklists, and materials. The transfer may not be complete until after the Nov Area Assembly [A4] and the Southeast Region Forum [SERF] in Dec.
2. Take a look at the Alt Del budget for the next year which will be presented for approval at the Nov A4. Is it enough to cover the things you can see coming up? Get with the Budget Officer and let him/her know what you think—good or bad.
3. Plan to go to the SERF and find out what is going on in the SER and AA at the GSO level. Meet the trustees, delegates, and alternate delegates who are there so that, if you do get called upon to go to NY, you know some faces and have an idea of who can help you with things.
4. Upon the New Year, you're it.
5. In making A4 reports, work with the new Del to make sure your report is not redundant. By sharing items from the SERF or SERC, you both can cover the material in more depth than either of you can alone. You are also the Literature Chair, so include those items in your report, too.
6. In becoming the Alt Del, you have stepped a little bit above the fray that often transpires at the A4. That means working behind the scenes more and from the microphone a little less. This certainly doesn't restrict your right of participation. It's more in the concept of letting more junior members of the A4 struggle to arrive at working solutions to problems on their own without you becoming like Moses coming down from the mountain to tell them what to do. There's no mistake we can make that is so bad that it will kill us before we can come back and change it to something that works. The less you have to say, the more people will listen when you say it.
7. Plan to attend the spring SER Delegates' Get Together [GTG]. It is a Feb gathering of trustees and delegates from the SER in preparation for the General Service Conference [GSC] in NY. There is a lot of up-to-the-minute information to prepare you to step in for the Delegate if you need to. Plus, you get to meet the other Dels and Alt Dels from the SER again. It's a good place to build a support structure with people outside LA who can help you with information on how things do and don't work for them in their areas. It's amazing how many areas look almost nothing like LA does.
8. Have the Del give you the agenda planning documents [especially for our assigned committee] for the GSC. Read them and offer any ideas you may have to the delegate before departure for NY. You may be tasked to find out information the Del can take to NY.
9. When the Del returns, plan to attend an early Del Report event wherever it is scheduled. Take notes on the actions taken at the GSC and try to pick up some of the emotional/spiritual impact of the GSC on the Del so you can present the same report wherever you may be called on to give it.

10. Plan to attend the LA State Convention and the SER Conference [SERC] wherever it may be held. Note: At each meeting of the SER, you'll be getting the feedback of the SER Trustee who attends quarterly General Service Board [GSB] meetings in NY. This keeps you up-to-the-minute on things the board of trustees is addressing and gives you issues to discuss with others at meetings, workshops, and assemblies.

11. Be prepared to participate in workshops, district meetings, AA meetings, and conferences/roundups throughout the state. Your summer, especially, will fill up rapidly. Keep an eye on your budget.

12. Following any of these events, sit down and figure out which of your expenses are reimbursable and send a reimbursement request to the treasurer. There are a few ways to do this:

a. Wait until the next A4 and hand over the requests and receipts to the treasurer. You may have to wait quite a while for reimbursement, and the treasurer may start applying heat to get the reimbursement in the same quarter as the event. **DO NOT DO THIS** at the end of the year by trying to wait until Jan/Feb to turn your requests in. You must close out all your reimbursements by the end of the year. So, if you go to the SERF in December, you need to get on the stick when you get back.

b. Mail or email a reimbursement request to the treasurer. State what you are requesting (e.g. travel, hotel, mileage, registration, etc) and how much it is. Then hand carry the receipts to the next A4 to give to the treasurer [He needs them for the IRS].

c. Scan your receipts into your computer and email them with your request to the treasurer. He gets all the paperwork at once and you get to be his favorite officer.

13. You are the keeper of the Area Service Manual. You should mention updates in your report every once in a while. Sometime in Spring or Summer of your second year, task the current position holders to log on to the website, review their section of the Service Manual, and send you any changes they think are necessary. Clean up the formatting, grammar, and flow if necessary, and then send any updates to one of the Web Dudes to be posted on the website. This system gives us redundancy because you should have the whole thing on your computer, the Web Chair will have it on his computer, and the master will be on the website with a further backup by our service provider. Thus position bailouts, hurricanes, and hard drive crashes won't hurt our knowledge base.

14. Relax a little. In addition to running around carrying the message from "on high" in AA down to even the smallest groups, you also get a chance to just listen to AAs tell you about what they are thinking and doing. Trustees and boards and conferences know what they want you to hear. People in small groups and workshops may not be so sure they know what they want to say so much as just having someone there to hear them say it. There's lots of work available at the high end, but there's lots of service available in listening.