

Guidelines

The Shared Experience of Al-Anon Members

Group Representative

The Group Representative (GR) is a vital link in the continuing function, growth and unity of Al-Anon/Alateen. No member may be a Group Representative (GR) of more than one Group at the same time.

REQUIREMENTS

Any Al-Anon member who is willing to represent the Group at the District Meetings and Area Assemblies, and who is not also a member of AA, is eligible to serve as a GR. A GR should have a basic knowledge of the Al-Anon and Alateen Traditions and Concepts of Service and how they work.

LINKS OF SERVICE

÷ Divide responsibility
x multiply involvement
+ add awareness
= equals a strong group
GROUP + GROUP = DISTRICT
DISTRICT + DISTRICT = AREA
AREA + AREA = CONFERENCE

WHAT IS A GR?



As a Group Representative (GR) you are the first link in the chain that leads to our UK & Eire Service Conference. You

are the only person in your Group who has a vote at District and Area.

You elect a District Representative from all the Groups in your District. You elect a new Area Delegate to the UK & Eire Service Conference from DRs and eligible officers once every three years.

BENEFITS OF BECOMING A GR

Members are encouraged to take on a service role. Service activity connects you with people who have experienced recovery at another level. You will gain self-confidence, spiritual growth and improved self-esteem. Your fears will diminish; you will reap the benefits of giving to others and you will learn that by placing our common welfare first, you will receive much more than you give.

DUTIES OF A GR

- Attends District Meetings and Area Assemblies to vote on business matters.
- Keeps members up to date with information from the Area Delegate and the UK & Eire Service Conference.
- Encourages members to download and submit articles for the quarterly e-zine *Al-Anon Today*.
- Is familiar with the *UK & Eire Service Manual*.
- Suggests participation in Public Information (PI).
- Encourages members to attend TEAM events.
- Keeps the Alternate GR informed to ensure the Group is represented if the GR is unable to attend District Meetings or Area Assemblies.
- Explains the need for being self-supporting at Group, District and Area levels.
- Consults with a Service Sponsor or trusted servant.
- Encourages members to participate in the Helpline services.
- Informs members of the need to become Alateen Screened Group Sponsors.
- Subscribes to the GSO eNewsletter to keep up to date with GSO information.
- Acts as a point of contact within the Group for safeguarding questions, concerns or complaints and reports concerns to the General Secretary.

TERM OF OFFICE

GRs are elected by the Group for a three-year term (see UK & Eire Service Manual for information about electing Group Representatives).



CURRENT MAILING ADDRESS (CMA)



This is the address to which the General Service Office (GSO) sends all mail for the Group.

The CMA may be the address of the GR. However, if another regular member of the Group is appointed as CMA, then ALL correspondence should be handed to the GR.

Data Protection laws mean that the CMA needs to sign the ARC (Annual Record Check) form to agree to GSO holding their data. Alternatively, the CMA may send an email to GSO providing permission for this purpose.

FINANCE

GRs remind members of Tradition Seven - that each Group should be fully self-supporting declining outside contributions. They encourage the Group to make donations to cover Group expenses and to contribute to District, Area and the General Fund. They also encourage support for the annual Treasurer's Appeal and remind members who are UK taxpayers about the importance of Gift Aid on personal donations they may make.

Al-Anon Today

The quarterly e-zine *Al-Anon Today* is available to download free on the members' area of the website www.al-anonuk.org.uk



ANNUAL RECORD CHECK (ARC)

GRs are responsible for the completion of the Annual Record Check form and its return to GSO, so that accurate information about the Group meeting can be included on the meetings index and the website.



Completion and return by post or email of the ARC also ensures that GSO has an accurate record of Group locations for insurance purposes.

TIPS ON REPORTING BACK TO YOUR GROUP

- Take notes at District Meetings and Area Assemblies.
- Request time to report back from District Meetings and Area Assemblies.
- Be brief.
- Be enthusiastic.
- Focus on Group needs.



PUBLIC INFORMATION

The GR liaises with the District, Area PI Co-ordinators and with the PI Officer at GSO and encourages members' participation in local PI initiatives. If any PI is undertaken by the Group, a report should be sent to the PI Officer (pi@al-anonuk.org.uk) at GSO.



CONFERENCE APPROVED LITERATURE (CAL)



The GR undertakes to keep the Group informed of new literature and to remind members of the value of using Conference Approved Literature as reference material.

