**Name of Position – Alternate World Service Delegate** (3-year term)

**Overview of Position** – A District Representative, Coordinator who was a District Representative, previous District Representative or Past Delegate (after an interim 3-year term), who have remained active at the area level may be elected to work closely with the World Service Delegate to participate in Area world service activities, and to replace the Delegate if the latter cannot fulfill his/her 3-year term.

**Responsibilities at Committee Meeting:**
- Attendance twice a year is expected – meetings are held in spring and fall, usually in March and September each year.
- Have a report ready (10 min. Max)
- May volunteer for assembly jobs such as workshops or town hall meetings
- Assist Chairperson in writing on whiteboard to determine themes and workshops
- Present a summary of the Assembly Evaluations tabulated from the previous assembly, with highlights or points of note.

**Responsibilities at Assembly:**
- Attendance twice per year is expected – meetings are held in spring and fall, usually in June and November each year.
- Have a report ready (5 min. Max)
- Incoming personal sharing (15 min.) Spring Assembly – year 1
- Outgoing service sharing (15 min.) Fall Assembly – year 3
- In conjunction with the World Service Delegate, provide for orientation of new GR’s and DR’s at Spring Assembly
- Chair Ask-it-Basket meeting on Saturday night of Assembly and call on the team of Table Officers and DR’s to present the responses on Sunday morning.
- Review Evaluations of Spring and Fall Assemblies and provide feedback to the subsequent Committee Meetings.

**On-going Responsibilities/Job Details:**
- Group Records Coordinator (see guideline G36)
- Forum Coordinator (see guideline G32)
- This position requires the use of a computer and internet access, and basic computer skills are required.
- Bring laminated table cards with AWSC positions to Committee.
- Bring whiteboard and whiteboard markers to committee and assembly meetings for notations.
- Send out the Welcome Letter to new groups registered in Area 89.

**Motion 10/18**: Rose B./Jean H. that Area 89 adopt the new Group Welcome letter to be sent to all newly registered groups by the Area Group Records Coordinator. **Carried**

By the end of your term, clean and organize any boxes being passed on to the new person. 
**Update your Job Guideline and submit it to the Area Secretary.**

Updated October 2019