The Group Representative (GR) is a vital link in the continuing function, growth and unity of world Al-Anon.

**REQUIREMENTS**
Any Al-Anon or Alateen member who is willing to represent the group at the district and area assembly, and who is not also a member of AA, is eligible to serve as GR. A GR should have a basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they work.

**TERM**
GRs are elected by the group for a three year term (see the *Al-Anon/Alateen Service Manual* (P-24/27) for information about electing Group Representatives).

**DUTIES**
- Attends district meetings and area assemblies.
- Keeps members informed about information from the Area Delegate and the World Service Conference.
- Encourages members to subscribe to and submit articles for *The Forum*, Al-Anon’s monthly magazine.
- Suggests participation in Public Outreach (Public Information [PI], Cooperating with the Professional Community [CPC] and Institutions) and Alateen service projects.
- Informs members of the need to become Alateen Sponsors.
- Asks the Alternate GR to attend district meetings and assemblies.
- Assists the Alternate GR in serving as the Area Information Service Representative (ISR).
- Keeps the Alternate GR informed to insure the group is represented if unable to attend district and area assembly meetings.
- Explains the need for self-support at the group, district, area and world service levels.
- Consults with a Service Sponsor or trusted servants.

**DATES TO REMEMBER**
- Group business meeting
- District meeting
- Area assembly
- Alateen conference

**TIPS ON REPORTING BACK TO YOUR GROUP**
- Take notes at district and assembly meetings.
- Request time from your group to offer a report.
- Be brief.
- Be enthusiastic.
- Focus on group needs.

**NEED-TO-KNOW INFORMATION**
You will need to know the names, addresses and phone numbers of the:
- Area Delegate
- Area officers
- District Representative
- District contacts (Secretary, Treasurer, etc.)
- Area Coordinators (Alateen, Public Information, Archives, Literature, Group Records, CPC, Institutions, Forum, etc.)

**AS A GROUP REPRESENTATIVE**
You are the first link in the chain that leads to our World Service Conference.
You elect a District Representative from all the groups in your district.
You elect a new Delegate to our World Service Conference at the area assembly from among the District Representatives and eligible officers once every three years.

**LINKS OF SERVICE**
\[ \div \text{divide responsibility} \]
\[ \times \text{multiply involvement} \]
\[ + \text{add awareness} \]
\[ = \text{equals a good group} \]
Group + Group = District
District + District = Assembly
Assembly + Assembly = Conference
REMINDERS

You are not “in charge” of your group and you are not alone. The Second Tradition tells us, “Our leaders are but trusted servants; they do not govern.”

You don’t have to have all the answers but you can help the group look at the Traditions, the Concepts and the Al-Anon/Alateen Service Manual for guidance.

Your group may ask you to chair your group’s monthly business meeting (see sample agenda).

Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well.

HELPFUL TOOLS

Each group receives a copy of the Al-Anon/Alateen Service Manual. It is a valuable tool in answering your questions and those of your group. When I Got Busy, I Got Better (P-78) is another valuable piece of Conference Approved Literature (CAL). Look for it in your group’s literature display or order one. Other helpful tools available free from the WSO are:

- Getting In Touch With Al-Anon/Alateen (S-23) for information about Al-Anon worldwide.
- Catalogue of Conference Approved Literature (CAL)
- Guidelines for many areas of service work
- Seventh Tradition Leaflet (S-21)
- Al-Anon Family Group Service Plan

SAMPLE AGENDA
FOR GROUP BUSINESS MEETING*

• TREASURER’S REPORT
  ✔ Expenses and income since last report
  ✔ Balance
• LITERATURE REPORT
  ✔ Present inventory
  ✔ Discuss group’s literature needs
• PUBLIC INFORMATION/CPC REPORT
  ✔ Explain public outreach activities of group members since last report
• AL-ANON INFORMATION SERVICE (AIS) REPORT
  ✔ Discuss highlight of previous AIS meeting
• GROUP REPRESENTATIVE REPORT
  ✔ Report highlights of previous district meeting
  ✔ Have multiple copies of assembly reports available.
• OLD BUSINESS
  ✔ Status of previous group issues
• NEW BUSINESS
  ✔ Group concerns
  ✔ Vote on issues
• GENERAL UPDATES
• ANNOUNCEMENTS/QUESTIONS/COMMENTS
• DATE FOR NEXT MEETING

Each individual group’s autonomy can and will decide business meeting format and content.

GROUP REPRESENTATIVE EXPENSE SHEET*

Date ________________
Purpose ______________________

EXPENSES (Attach receipts and explanations as needed)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel________________</td>
<td>$________</td>
</tr>
<tr>
<td>Transportation________</td>
<td>$________</td>
</tr>
<tr>
<td>Meal_________________</td>
<td>$________</td>
</tr>
<tr>
<td>Miscellaneous_________</td>
<td>$________</td>
</tr>
</tbody>
</table>

TOTAL EXPENSES ____________
LESS CASH ADVANCE __________
BALANCE DUE $________

Submitted By: ________________________________
________ (Signature)

BENEFITS OF BECOMING A GR

Individuals who wish to gain self-confidence, spiritual growth, and improved self-esteem are encouraged to make themselves available to serve. Service activity connects you with people who have experienced recovery at another level. 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.

*Adapted from Alberta/NWT GR Survival Kit