**District 25 District Representative (DR) Job Descriptions for panel of Jan 2022 to Dec 2024**

Contact info

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**JOB DUTIES**

**General**

1. The “District Representative (DR) is elected by the GR’s from within their district. The DR chairs the District meetings, represents the groups in their District at AWSC meetings and serves as a resource and information source for the groups.” (Service Manual p 74 2018-21
2. The DR shall b elected by 2/3 or substantial unanimity, shall have previously been elected and served as Group Representative and not a member of AA.
3. Job Duties: (General – taken fr Service manual)
	1. To call and chair District meetings at regular intervals.
	2. D25 business meetings follow WSO District Meeting Gjuidelines.
	3. Help the Area Delegate by disseminating World Service Conference info and reports to GR and members
	4. Keep in touch w GRs and learn their views, issues and problems; facilitate spiritual solutions
	5. Communicate District membership issues thr the service arms of Areas and World servce.
	6. Communicate Area and World Service inof and reports to District GRs and members.
	7. Visit groups regularly, especially new ones to make sure they are getting necessary info and help.
	8. Help membership understand and apply the Traditions which guide us in our fellowship activities “in all our affairs”
	9. Encourage members to be in service
	10. Coordinate program related service events and public outreach projects w/in the District
	11. Urge GR’s to keep group data sheets/web site info up to date w Area and WSO and check periodically. Reminder if WSO does not have a CMA or mail is returned then the group will lose its official group number/status and b categorized as “closed”.
	12. Keep updated contact info of D25 officers, committee chairs and GR’s.
	13. Encourage WSO correspondence is reaching groups and members, eg Quarterly Reports, Forum, In the Loop, Wa Wanderings, etc.
	14. Attend AWSC and Assemblies and report back to D25 members
	15. Communicate w AIS
	16. Notify Area and WSO if a group is “closed”
	17. Help GR’s and members understand Al-anon service arms (not a hierarchy) and their important role (as voting members) in Assemblies and at WSC
	18. Support DAC and encourage Alateen groups to send rep to D25 business meetings.
	19. Fulfill duties as required in Area Alateen Behavioral and Safety Requirements. “If violations of the WA Area Alateen Safety Requirements occurs, a disciplinary committee (including the chairperson if at Summer Seminar Assembly) will decide on the steps to be taken.” Area Service Handbook
	20. Refer to resources in Area Handbook, WSO Guidelines Service Manual and consider obtaining a service sponsor.
	21. If a chairperson steps down or must b replaced the Alt Chair automatically completes the term. If there is no Alt Chair, then a Temporary Alt Chair fills the position until an election can be held successfully.

**Specific to D25 2022-2024**

* 1. Immediately upon election, present “Guidelines for Conducting a District Business Meeting” and get approval at the beginning of a 3 yr panel.
	2. Focus on the role of facilitating the Guidelines for Conducting a District business meeting. Avoid DR dominance or strong opinions.
	3. See current Guidelines approved 2/2022 listed below
	4. Identify voting guidelines, esp when simple majority or substantial unanimity at the beginning of the panel term. Everyone in attendance may participate in discussions but only GR’s may vote.
	5. DR’s can participate in discussions but do not vote
	6. Be familiar w applications of Traditions and Concepts in an Alanon business meeting and b comfortable w facilitating good group dynamics. We come together in “trust and goodwill” and are “obedient to the unenforceable”.
	7. Be familiar w KBDM and facilitating the process in a District business meeting; Always ask if the Minority Vew has been heard and if enough time has occurred for the group conscience to represent our Higher Power.
	8. Make a decision = Status Quo, Vote on the Motion, OR Transfer the topic/motion to a Task force or Thot force or back to the Groups and educate, educate, educate.
	9. Consider a service sponsor.
	10. District Officers and Committee chairpersons are elected by GRs; Any D25 member can participate in a subcommittee.
	11. Participate in all District Committees as oversight, esp Budget committee.
	12. Facilitate conflict resolution in groups and/or at District level using Traditions, Concepts and Warranties as guidelines; Be an advocate for solutions; Be transparent.
	13. Encourage District membership to attend D25 business meetings to observe how business meetings are run at their district level and what issues are at hand; Also encourage members to participate in discussions at district level.
	14. Send out requests for Advanced Reports on discussion items or motions one week to 10 days b4 D25 Biz meeting. Encourage authors to send 5 Q/A KBMD 5 Q/A, background, history and pertinent data in the Advanced Report. Thereby, complying w guidelines for KBDM that “everyone has access to all the information, in advance and has plenty of time to process and ask questions b4 “make a decision”” .
	15. Send out Agenda w appropriate attachements one week b4 the District Meeting. The DR is responsible for organizing the Advanced Reports and allotting times for each reporting member on the Agenda. It is generally recommended that ea Officer, Committee Chair and GR receive up to 5 min to report general news; if more time is indicated from the Advanced Report, then the DR selects a time based on info sent in the Advanced Report. The total time for each Topic of Discussion or Motion is 20 min. This includes the presentation, info Q/A and then point of views b4 a decision is made. (A59 uses one month for Advanced Reports/Motions and 30 min total time to Make a Decision)
	16. Ask at the beginning of the meeting if anyone has a Motion or Topic for Discussion that they did not send in an Advanced Report. If yes, then this is usually applied to New Business and the GR’s decide thr a group conscience on time to allot, and/or take away from another members reporting time and/or transfer to the next business meeting.
	17. Continue to encourage “Service Topic Discussions”, especially Traditions and Concepts to further facilitate learning and applications for D25 members.

**District 25 Voting Guidelines/Procedures/Substantial Unanimity/Conventions**

 **(approved by GRs 2/2022 for the D25 Panel 1/2022 – 12/2024)**

a) Guidelines for general discussion:

a. Start and stop the meeting on time.

b. Obtain a "volunteer timer" for each agenda item and for each individual speaker.

c. Stick to the set agenda (published by DR) and suggested time frame for each agenda items. When items run out of time, the author/DR can ask for a group conscience to extend the time allotted, move the item to next months business meeting or assign it to a district task/thot force or go bak to groups.

d. For Zoom meetings, "raise yr hand" icon and you will b called upon by DR in order. For in person meeting discussions, "go around the table in order".

e. Stick to 2min individual share time limit and stay on topic.

f. If someone says what you were going to say, don’t repeat it (say "Pass" or something similar).

g. Focus on assuming trust and goodwill. Be polite and courteous.

h. Listen. No side conversations. Avoid or minimize distractions (phones off).

i. Use guidance fr Al-anon Steps, Traditions, Concepts & Warranties and the Al-anon/Alateen Service Manual.

b) Motions pass w substantial unanimity of GR votes counted (2/3). Abstentions are not calculated in substantial unanimity. Minimum 3 GRs to vote. (passed 1/2021)

c) Knowledge-Based Decision Making (KBDM) (al-anon12.org) .

Overview – To allow an informed group conscience, where everyone has all the information (advanced reports) to make a decision, everyone including the minority view has been heard and adequate time has been taken b4 Making a Decision. The group conscience fr KBDM represents our Higher Power in wch members are voluntarily obedient to that wch is unenforceable, our spiritual steps, traditions and concepts.

Process - 1) Motion or topic is presented by task/thot force or individual, f/b a presentation of 5 KBDM Q/A responses, background info and history; 2) Questions for clarification and more information are directed to presenter; 3) Round Table presentation of points of view/opinions, including minority view; 4) Make a decision (3 options)– status quo, vote on motion, move to task/thot/work force. DR is facilitator of process (does not vote). District members utilize agreed upon voting guidelines informed by Traditions and Concepts. Motions are passed w Substantial Unanimity or 2/3’s of GR voting affirmative.

d) Agenda: Follows WSO Guidelines for District Business Meetings. The Agenda is set by DR in advance of the District business meeting. The DR will initiate a call for advanced reports a week to 10 days prior to the District business meeting. Advanced reports indicate that a D25 member is interested in a discussion, group conscience or even a KBDM at the District business meeting. A topic or motion is proposed in the advanced report w accompanying background info, history, 5 KBDM answers, etc.

Upon receiving advanced reports, the DR will organize them into the Agenda and allocate time suggestions for the business meeting, generally up to 20 min total time. If no advanced report is submitted, the DR will allocate 3- 5 min for each reporting officer, committee chair and GR.

Once organized and set, the Agenda will then b sent out to all District Officers, Committee Chairs and GR’s the Monday b4 the Thursday District business meeting. In this manner, District membership have all the information that they need to discuss and make a decision at the District meeting in advance.

Before the meeting starts, the DR will ask if there is any New Business that was not identified in an Advanced Report that a member wants to discuss. If yes, it will b assigned to New Business and provided a time allotment or moved to the next Business Meeting Agenda per Group Conscience