
New Mexico / El Paso Area 38 Service Position Manual

Introduction

'Let it begin with me' - this Al-Anon slogan perhaps best summarizes the importance of carrying the message of our experience, strength and hope to others through the Al-Anon program. This service manual was compiled by Area 38 Al-Anon members in order to clarify the responsibilities and terms of service for all Area 38 positions. This manual outlines the service positions as described in the World Service Office service manual and service positions unique to Area 38. It provides answers to frequently asked questions, such as who pays for costs of doing service, what is the duration of a service position, how much time will this position take? Each service position section includes the position title, term of service, how someone is elected to the position, eligibility requirements, and a description of position responsibilities. It also contains 'legacy' sheets where others who have served in a particular position share their experience and practical tips.

Service is a cornerstone of recovery. Area 38 is a large area in all respects-geographically and culturally. It includes all registered groups in New Mexico and El Paso, Texas. To assist in carrying the message of Al-Anon recovery to all of the diverse cultural groups within the Area, we need your help. Please review this manual if you are considering a service position. This service manual is also posted on the Area website: <http://www.nmal-anon.org>.



New Mexico / El Paso Area 38 Service Position Manual



Frequently Asked Questions

What is an Assembly?

An Assembly is a business meeting that is held twice a year- spring and fall. Group Representatives (GR's), District Representatives (DR's), Coordinators, officers, and the Area Delegate attend these meetings which rotate throughout the Area. They are held over a weekend, beginning Friday night, the business meeting is all day Saturday, and the Assembly closes on Sunday noon.

What is the Area World Service Committee (AWSC)?

The AWSC is comprised of the elected Area officers, District Representatives, Coordinators, Action Team Chairpersons and liaisons. The Area 38 AWSC meets quarterly - generally on the Sunday morning following the business Assemblies. The remaining two meetings rotate throughout the Area.

What is an Action Team?

All Area service members are assigned to an Action Team designed to develop and implement projects identified for the Area. See 'About Action Teams' in this manual for more information.

Who pays for service work?

Service positions require traveling to meetings, accommodations, and cost of service projects. Costs incurred while doing service work are paid for by individual groups or appropriate District or Area funds that have been budgeted for specific events/projects. A reimbursement form is included in this manual and can be printed out to be submitted along with receipts,

New Mexico / El Paso Area 38 Service Position Manual

provided the funds have been approved by your group treasurer, Action Team, District or allocated in the Area Assembly budget.

What travel expenses are covered?

Expenses are reimbursed for registration, gas, lodging, meals (not in transit) for the Assemblies, or for Area service work, according to the line item in the Area annual budget. Submit receipts/reimbursement form (in this manual) to your Group, District or Area treasurer within 30 days.

- Group Representatives:
Costs for attending the semi-annual Area Assembly are paid for by your group, based on the 7th Tradition – ‘every group ought to be self-supporting, declining outside contributions’. If your group cannot cover the costs, check with your district to see if they offer a scholarship. If they don’t, see if the Area has any scholarship funds available.

If you are a GR and hold an Area service position as well, ideally your group or District will pay your expenses. If not, the Area will pay for your expenses. All officers and Coordinators have Assembly travel expenses line items in the budget and will be paid out of Area budgeted funds.

- District Representatives:
If you are a District Representative and hold any other District or Area position (not GR), the District is responsible for your costs. If the District cannot cover the costs, the Area will cover them.



New Mexico / El Paso Area 38 Service Position Manual



If you are a DR and hold an Area service position as well, ideally your District will pay your expenses. If not, the Area will pay your expenses.

- Officers and Coordinators :
If you are an Area Officer or Coordinator, travel expenses will be paid by the Area, based on the line item amount determined in the Area budget. Co-Coordiators share the travel budget unless the Area specifically designates that a position shall be comprised of 2 Coordinators

Terms of Service:

Group Representative, District Representative, and all Area Officers and Coordinators are on the same 3-year cycle. If a GR, DR, or anyone holding an Area service position has to resign prior to finishing the 3 year term, a new person is appointed; the new person completes that cycle of service - whatever time is left on the 3 year term.