



## Northern California World Service Area Alternate Delegate Guideline

### **HISTORY:**

See NCWSA Bylaws: "A Brief History of Al-Anon and Alateen in Northern California", Development of the Assembly.

### **PURPOSE:**

See Authority below.

### **AUTHORITY:**

NCWSA Bylaws

- Alternate Delegate Budget Committee, Article VIII, Sections 2, A and B.
- Execution of Instruments, Article IX, Sections 1 and 2.
- NCWSA Records and Reports, Article X, Sections 1 and 2.
- Delegate, Officers and Financial Assistants, Article VI: section 3. A.

NCWSC Guideline:

- Voting members of the NCWSC, Section IV, B: Officers.
- Budget, Section XIV, A and B.

NCWSC MOTION # 9505.05 (May 1995)

- "Each member is responsible to submit a Budget Request upon notification by the Budget Chairperson and to keep their spending within the amount approved by the Assembly as expressed in the budget. Equipment requests exceeding \$100.00 would be referred to the NCWSA Chairperson. The NCWSA Chairperson may appoint a Purchasing Committee, which would return recommendations about the purchase. The requester would be part of the Purchasing Committee since they are most familiar with the requirements of the job. Approved requests would be forwarded to the Budget Committee. The Budget Committee would incorporate the request after evaluating the budget as a whole. The purchase would be charged to the office incurring the expense."

The Alternate Delegate refers: to the Service Manual; to other Al-Anon literature and guidelines; to NCWSA Bylaws and Guidelines; and to experienced, current and former Area level leaders for guidance.

### **PREREQUISITES, REQUIREMENTS, SKILLS or TALENTS NEEDED:**

- Is serving or has served as a District Representative. (Bylaws, Article VI, Section 2. A).
- Knowledge or experience working with budget.
- It's helpful to have some understanding of NCWSA structure and business.

### **DUTIES:**

See Bylaws, Duties of the Alternate Delegate, Article VI, Section B.

- Shall become the Delegate upon a vacancy in the office of the Delegate;
- May assist the Delegate in the performance of his or her duties;
- Shall attend all Assembly and NCWSC meetings;
- Shall attend the WSC if the Delegate is not available to attend;
- Shall serve as Chairperson for the NCWSA Budget Committee (see B16 Budget Committee Guideline);
- May attend seminars, conferences and meetings as authorized by NCWSA;



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- Shall perform all duties incident to the office of the Alternate Delegate and such other duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the Bylaws of NCWSA, or which may be assigned to him or her from time to time by NCWSA.

### RESPONSIBILITIES:

- Keep this Guideline up to date, if revision is needed send the revised guideline to the NCWSA Bylaws Coordinator for formatting before sending to Chairperson for approved and posted to the NCWSA Website.
- Become ready to perform the job of Delegate.
- Develop a realistic budget with the assistance of the Budget Committee.
- Present that budget to both NCWSC and NCWSA (at Assembly).
- Audit the NCWSA books, annually, with assistance of the Budget Committee.
- Keep a record of budgets passed, keep minutes of Budget Committee meetings, provide copies to the Archives Coordinator as necessary.
- Sign contracts when appropriate and if requested.
- Support the treasurer and keep copy of Quick Books backup.
- Sign and mail checks when requested by the Treasurer.
- Support NCWSA's officers and other NCWSC members as needed.
- Support NCWSA districts and NCWSA groups as requested.
- Act as a liaison on behalf of NCWSA as requested (for example NCCAA).

### TIME-LINE: (If applicable)

- See B16 Budget Committee Guideline.

### AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:

- |                                                         |                            |
|---------------------------------------------------------|----------------------------|
| • Study Delegate's position                             | 6 hours per year           |
| • Attend District meetings with Delegate, if requested  | 6 hours                    |
| • Chair Budget and Audit Committees                     | 6 hours per year           |
| • Attend SWRDM – March                                  | 3 days per year (24 hours) |
| • Assist the Delegate, if requested                     | 3 days (24 hours)          |
| • Attend NCWSC meetings, Feb. May & July                | 24 hours per year          |
| • Study Chairperson's position and assist, if requested | 6 hours per year           |
| • Attend Assemblies                                     | 25 hours per year          |
| • Attend service day like TEAM                          | 1 day per year             |
| • Reports/minutes to NCWSC, NCWSA, and Budget Com.      | 16 hours per year          |
| • Executive Committee Job Review Meetings               | 8 hours per year           |
| • Attend Exchange Meeting every 3 years                 | 4 hours last year of panel |

### EXPENSES:

Supplies for which reimbursement is allowed are listed in the NCWSC Guidelines, Expenses of NCWSC members, Section D.

- Office expenses such as copying, postage, supplies, travel other than listed below
- Conferences – expenses for attendance at authorized conferences.
- NCWSC Travel – for attendance at Committee Meetings and Assemblies.



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- Budget Committee expenses.

Expense reports for travel and office expenses are to be submitted to the Treasurer in a timely basis, and kept within the Budget submitted and approved by NCWSA.

### **RESOURCES:**

- Al-Anon/Alateen Service Manual
  - Alternate Delegate
  - Delegate
- Three binders and electronic files.
- Microsoft Office: Excel, PowerPoint, Word and QuickBooks.
- Computer (for budget preparation and presentation to NCWSC/NCWSA).

### **FORMS USED:**

- A4: Expense Reimbursement
- A23: Budget Request