

Alternate Delegate Position Description

~~Per *Al-Anon Alateen Service Manual 2014-2017*, page 159-160: ¶~~

~~**Area Officer:** An Al-Anon / Alateen member, not necessarily a Group Representative (GR), {elected according to the Colorado Area Guidelines}. The Officer usually serves for a three-year term and votes at the Area World Service Committee meetings, but not at the Assembly unless he is a GR. ¶~~

~~Per *Al-Anon Alateen Service Manual 2014-2017*, page 161-162: ¶~~

~~**World Service Delegate's Alternate:** The Alternate Delegate works along with the Delegate as much as possible in communicating with the groups. He acquaints himself with all the Delegate's duties, so that if the Delegate is unable to finish his three-year term, the Alternate can step in to complete it. If the Alternate must complete the term, a temporary Alternate is at once appointed by the Chairman from among the DRs to act until a special Assembly can be called to elect a new Alternate.~~

From Al-Anon Alateen Service Manual, section entitled: World Service Handbook: Links of Service are the primary role descriptions relating to this position:

- *Area Officer*
- *World Service Delegate's Alternate*

In the Colorado Area, the Alternate Delegate serves the following roles;

Alternate to the Area Chair

- Understand the duties of the Area chair so they can preside over Assembly if Chair is unable. Is able to perform tasks of Area Chair until new Chair can be elected.

Duties shared by all Officers:

- Attend AWSC meetings during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports in paper form and present them in paper form at Assembly to the Area Secretary and present them in a manner set by the Area Chair. May also submit reports via email. ○ Communicate the activities of their positions by submitting an article for each edition of the Area newsletter, *The Butterfly*.
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, inform the Finance Committee Chair promptly prior to making expenditures.
- Be available to share experience strength and hope with incoming and future Alternate Delegates.

Duties of the Alternate Delegate:

Finance Officer

- The Finance Committee is chaired by the Alternate Delegate, and consists of the Area Chairperson, Treasurer, and three non-officer Al-Anon members.(past Delegate, DR, and GR) appointed by the Alternate Delegate.
- Sets time and place (**July or August**) for Finance committee to prepare the following year's budget. Presents this budget to AWSC in **September** for amendment and approval. ○ Presents budget to Assembly in **November** for amendment and approval. ○ Communicate regularly with the finance committee to deal with issues that are financial in nature. Including but not limited to:
 - Correspondence with state or federal organizations
 - Over-budget financial requests

- Reviewing contracts e.g. for the Archives office.
 - Researching insurance options and possible vendors
 - Review income and expenditures of Area funds including Treasury, DIA, WIA, State Convention, and literature and when necessary refers over-budget expenditures to the Area Finance Committee.
- Updates Year to Date Budget figures quarterly or before Assemblies using P&L report from Treasurer. Checks to see if YTD budget figure totals match P&L report from treasurer.
 - Review liability insurance and update/remove covered sites as necessary. (At times a facility will request that they be added to our insurance for an event such as WIA. After the event is over we may need to remove them from the policy.) Our Liability Insurance is brokered through ALINK Insurance Services (formerly Don Bates) in Colorado Springs and renews in September of each year.
 - Review D&O Insurance. D&O Insurance is brokered through ALINK Insurance Services (formerly Don Bates) in Colorado Springs and comes due in early January.
 - Coordinate the preparation and filing of the Area's federal income tax return (form 990) by providing the CPA with the figures for the annual tax return (Non-profit tax reports are due by May 15 of the following year). The information needed to file the taxes should be collected and assembled ASAP after the end of the calendar year.
 - Review the Area's reserve fund to ensure that a minimum balance equal to the six months operating budget is on hand
 - Finance Officer distributes copies of completed form (990) to the other Officers for review, signs and follows instructions from the CPA for filing the return with the IRS. (See our guidelines)
 - Maintain current Alternate Delegate Workbook for duration of the three-year term for the next Alternate Delegate.

Chair the Policies, Procedures & Guidelines Committee

- Schedule committee meetings as needed to review and amend documents including, Colorado Area policies, procedures, guidelines, role descriptions
- Present proposed amendments to AWSC and Assembly for review, discussion and approval vote

Accounts

Responsibilities associated with use of debit card.

Review checking accounts for Area and Literature on a weekly basis.

Review debit card charges on Area Checking Account and Literature Account request receipts for charges that are not routine monthly charges.

Responsibilities associated with use of one signature on checks)

Review checking accounts for Area and Literature on a regular basis – at least monthly. Request receipts for random checks on a quarterly basis.

Coordinate an annual review of the Area Checking Account, Literature Account and WIA account.

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