

Alternate Delegate Position Description

The current Al-Anon Alateen Service Manual contains the primary role description relating to this position.

Specifics to the Colorado Area are included below. Also refer to the Colorado Area Guidelines.

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, forward them to Area Secretary, and present them at Assembly in a manner set by the Area Chair.
- 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 Committee Chair

- The Finance Committee is chaired by the Alternate Delegate, and consists of the Area Chairperson, Treasurer, and three (3) non-officer Al-Anon members (e. g. 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, analyzes and reports Year-to-Date Budget figures quarterly or before AWSC and Assemblies using P&L report from Treasurer. Validates 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 traditionally renews annually in September.
- Review D&O Insurance. D&O Insurance traditionally renews annually 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 is maintained in accordance with Area Guidelines.
- Alternate Delegate 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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