

**District Representative Orientation**  
**Nov. 14, 2021 via WebEx**

**DR 101: Session 2**

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Virginia Area Website: [www.vaalanon.org](http://www.vaalanon.org)  
 WSO Website: [www.al-anon.org](http://www.al-anon.org)

*\* All sessions will be recorded (audio only) for those who cannot join in real time.*

**Documents for Session 2:**

*Al-Anon Service Manual, 2018-2021m, version 2*

*Documents below posted on the VA Area Website>Resources>DR 101>Session 2*

DR 101 Session 2 Agenda

WSO Guidelines: District Meetings, G-15

WSO Guidelines: Reserve Fund Guidelines, G-41

"Seventh Tradition," CAL pamphlet, S-21

Virginia Area Assembly Check Illustration

"Guide for Virginia Al-Anon/Alateen Group and District Treasurers"

Sample District Documents: District Donation Recommendations and Where Does My Money Go?

**Presentation:** Area Treasurer, Bruce B.

**Panel Discussion Members:** Bruce B., Area Treasurer; Debbie P., current DR, Peninsula; Laura L., current Area Secretary,

## Agenda

### 1. Before first District meeting, discuss with other District Officers:

- Frequency of meetings
  - Monthly, bimonthly, or quarterly
- District meeting format
  - Face-to-face
  - Virtual
- Length of meeting
- District meeting location
  - If F2F, hold meetings in one location?
  - Or rotate meeting place?
- Who votes at District meeting?
  - GRs only?
  - GRs and Officers?
- Once discussed, bring to first District meeting for further discussion with GRs
  - GRs have final vote on these matters

## 2. District Meeting Agenda

See G-15, WSO Guideline “District Meetings”

See also the Service Manual, p. 154-155

- A good District meeting should include the following parts:
  - **An opening**, with a reading of the Traditions and Concepts of Service
  - **Officer Reports**
    - Secretary - Minutes approval from previous meeting
    - Treasurer report, with approval vote
    - Alternate DR report, if any
    - Any District Coordinator reports – Alateen, Public Outreach, etc.
    - DR report, if any – report from VAWSC meeting
  - **Group Representative Reports**
    - Group news, problems, successes
  - **Old business**
    - Any ongoing, unfinished business matters
  - **New business**
    - Any new matters for discussion and vote
      - Examples – planning a district wide event; purchasing Service Manuals for District members; any other matters that affect the District’s meetings.
  - **Service Topic Discussion** (as meeting time permits)
    - See list on G-15 for a partial list of suggested topics
    - Invite an Area Officer, Coordinator, or Liaison to address the District
    - Invite an Area Officer to talk about an upcoming Assembly vote
    - Brainstorm ideas for a District event – workshop, speaker meeting, anniversary event
    - Plan a Public Outreach event
    - Discuss group’s struggles with the ‘Three Obstacles to Success in Al-Anon,’ p. 22 in SM
    - Review “Groups at Work” section of the SM
    - Hot Topics discussion
      - Why the Al-Anon policy on Al-Anon members who are also A.A. members is that they do not hold voting positions beyond the group level, SM p. 86-87
      - Changing the wording of the Steps and why we do not do that in meetings
      - Why we use only CAL in meetings
        - SM p. 113
        - “Al-Anon Spoken Here” (P-53)
        - “Why Conference Approved Literature” (P-35)
        - “Three Obstacles to Success in Al-Anon” (P-4) and SM p. 22
    - GR as *The Forum* representative to the group

- Discussion of Sponsorship
    - Personal recovery sponsors
    - Service sponsors
- **A Closing**

### **3. Early District meetings before the first VA Area Assembly, May 2022**

- GR orientation
  - Review WSO Guideline, “Group Representatives,” G-11
  - SM, p. 60 - GR duties at Group and District level,
  - SM, p. 141 – GR duties at the Assembly level
  - SM, p. 142 – more on GR duties at all levels; sharing duties with an AGR
  - SM, p. 171 – The World Service Conference Structure chart
  - Learn acronyms used in Al-Anon service
  - Prepare the GRs for what is on the Assembly agenda (DRs discuss this at VAWSC)
  - Discuss voting matters coming up at Assembly
    - Allow time for GRs to take the discussion to their groups
    - Manage GRs’ expectations of what the Assembly is and is not
  - Encourage GRs to find an AGR to share the job with

### **4. General District meeting practices I have learned:**

- Do not waste an adult’s time
  - Start on time; end on time
  - Prepare an Agenda; distribute well in advance of meeting
  - Chair the District meeting
    - Balance moving through the agenda efficiently and giving members time to express themselves
    - Do not allow members to derail the agenda
  - SM, p. 195 -198 – Bill W.’s essay on ‘Leadership’ - good advice and support for those in leadership

### **5. Group and District Treasurers**

*Please see these resources for information on Group and District Treasurers and Finances*

- Group Treasurer Job Description, SM p. 60

- Group Finances/Budget, SM p. 55
- Finances at the Group Level and at the District Level, SM p. 158-159

## **6. Presentation from Bruce B., Area Treasurer**

## **7. Questions and Answers with a Panel of Past DRs**

- Bruce B., past DR, Alexandria, current Area Treasurer
- Debbie P. current DR, Peninsula District; incoming Area Chair
- Laura L., past DR, Albemarle; current Area Secretary; incoming Area Treasurer
- Terry W., past DR, Annandale/Springfield District; current Area Delegate, Panel 59

## **8. Next Session:**

- **Sunday, Dec. 12, 2021 2:00 to 4:00 pm**
  - How to prepare your GRs for their first Assembly
  - Your DR report to VAWSC and Assembly
  - Presentation from Ginny K. and Stacy L., Alateen Coordinator and AAPP
    - What you need to know about Alateen meetings and AMIAS