

**District Representatives Information
February 26, 2023, 2-4pm via Webex
DR 101: 2023 Session 1 Agenda**

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

1. Introductions:

- a. **Past Delegates/Officers**
- b. **Current Delegate/Officers**
- c. **DRs/Alt DRs**
- d. **District Officers & Members**

2. Alternate DR Responsibilities

- a. **Service Manual (P-24/27)**
- b. **District Representative (G-37)**
- c. **District Job Descriptions**
- d. **List of possible jobs:**
 - 1) **Steps in when DR is not available.**
 - 2) **Service Center Liaison (including Assemblies)**
 - 3) **Discuss upcoming meetings.**
 - 4) **Communications and visits with Groups as needed.**
 - 5) **Help and encourage new GRs as needed.**
 - 6) **Help find calm in minor disputes to get to Teamwork.**
 - 7) **Ice Breaker at start of District Meeting**
 - 8) **May serve as Treasurer, Secretary or Public Outreach Contact.**
- e. **Creative Thoughts?**

3. Budget/Treasurer's Report

- a. **Virginia AI-Anon/Alateen Group and District Treasurers Guidelines.**
- b. **Warranty One**
- c. **Reserve Fund Guidelines (G-41)**
- d. **Live District Meeting - District Budget/Treasurer's Report**
- e. **History – Budget vs Actuals**
- f. **District Objectives/Goals or plans for the year.**
- g. **Income Commitment**
- h. **Notes recording decisions that affect Treasury.**
- i. **Carryover/ Prudent Reserve (3-6 months)/Savings Account**

4. Assembly Business

- a. **Groups info to Assembly – Assembly info to Groups**
- b. **Motions Process**
- c. **Long Range Planning Committee Process**
 - 1) **Committee serves at the discretion of the Virginia Area Chairperson. The Committee evaluates long range goals for the Area and explores special topics as determined by the Area**

Chairperson. It also ensures Area goals are in keeping with the AI-Anon Traditions and Concepts of Service. The LRPC Chairperson or designee will report the Virginia Area Assembly whenever it shall meet.

- 2) Examples of Projects – Assembly Hotel moves, Area Corporation 501 (C), Electronic Meetings Policy, Boundaries Policy, Website Software Upgrade, Documents Storage, Members Only Website page.**

5. Team Building

- a. Within and Neighboring Districts**
- b. Helping Hands to the Community**
 - 1) Health Care**
 - 2) Police/Judicial/ Lawyers**
 - 3) Counselors/Therapist**
 - 4) Fire/Ambulance Rescue**
 - 5) Health Fairs/ Conventions/ Conferences/ Symposiums**

6. Concepts

- a. One – The Ultimate Responsibility and Authority for AI-Anon World Services Belongs to the AI-Anon Groups.**
- b. Two – The AI-Anon Family Groups Have Delegated Complete Administrative and Operational Authority to their Conference and its Service Arms.**

7. Questions/Comments