

Proposed Changes to District 6 Role Descriptions

Most of the District Coordinator positions descriptions have not been updated since 2015. At the January 2024 District 6 business meeting, we will review proposed updates to two positions:

- Literature Coordinator
- Phone Service Coordinator

Details are included in the following pages. Original text is in black; proposed changes are in red.

Literature Coordinator

DISTRICT 6

~~Requirement to stand for this position according to District 6 Election Guidelines,
Revised July 30, 2015~~Proposed Changes January 2024

ELIGIBLE CANDIDATES FOR LITERATURE COORDINATOR

- Any Al-Anon or Alateen member who has been actively attending meetings for at least one (1) year.
- Term of office: Three years commencing January 1st of the year following District Elections.

Responsibilities:

- Attend four (4) district meetings per year.
- Give an oral/written report to the Group of Representatives at each district meeting.
- Provide Conference Approved Literature (CAL) at the District 6 meetings four times a year for purchase.
- Provide CAL at the District 6 Workshop or any district function when asked.
- Provide a CAL table Friday, Saturday and Sunday at the “Tar Heel Mid-Winter A.A Conference” held at the North Raleigh Hilton Hotel, 3415 Wake Forest Road in Raleigh, usually the third weekend in January.
- Obtain literature from the Literature Distribution Center, ~~usually on consignment~~billing to the District account, and sold at cost at all events. ~~After each event, the unsold literature is taken back to the Al-Anon Literature Office, 3509 Haworth Drive, Suite #107, Raleigh. The money for the sold literature is paid to the service office and credit is given for the unsold, undamaged literature. The money for sold literature is given to the District Treasurer.~~
 - If asked to provide literature at any group function, it is the responsibility of the group, according to our 7th Tradition, to reimburse the mileage to the Literature Coordinator. If a group is unable to reimburse the coordinator, the district would cover the cost.

Reimbursable Expenses:

- Travel to four (4) district meetings a year at \$.35 per mile, not to exceed \$75.00 annually.
- Copying/mailing and purchase of literature not to exceed \$750.00 annually.
- ~~Travel to four (4) district meetings a year at \$.35 per mile, not to exceed \$75.00 annually.~~
- ~~Copying/mailing and purchase of literature not to exceed \$750.00 annually.~~

Phone Service Coordinator

DISTRICT 6

~~Requirement to stand for this position according to District 6 Election Guidelines,
Revised July 30, 2015~~Proposed Changes January 2024

ELIGIBLE CANDIDATES FOR PHONE SERVICE COORDINATOR

- Any Al-Anon or Alateen member who has been actively attending meetings for at least two (2) years.
- Term of office: Three years commencing January 1st of the year following District Elections.

Responsibilities:

- Attend four (4) district meetings a year.
 - Give an oral/written report to the Group Representatives at each district meeting.
 - Email a copy of the report to the District ~~Secretary~~ Representative for inclusion in the coordinator reports and the minutes.
- ~~District liaison to Sprint, provider of two toll-free (800) numbers, one English, one Spanish. Treasurer receives and pays invoices monthly, then forwards detail to Telephone Service Coordinator. These numbers renew automatically. There was no increase in the service charges in the 2010-2012 panel.~~
- ~~District liaison to Local Edge, provider of telephone directory services for Durham, Chapel Hill, Hillsborough, Burlington, and Raleigh. Treasurer receives and pays invoices monthly, then forwards detail to Telephone Service Coordinator.~~
- ~~District liaison to DEX, provider of telephone directory services for Henderson, Wake Forest, Yanceyville, Pittsboro, Siler City, and Roxboro. Treasurer receives and pays invoices monthly, then forwards detail to Telephone Service Coordinator.~~
- District liaison to the telephone answering service provider; ~~currently this is Highwoods Answering Service/ProComm in Raleigh.~~
 - Monitor expenses and develop solutions to keep the service cost effective.
 - Provide an updated current list of members willing to receive Twelve Step calls as it changes.
 - ~~Speak periodically with the representative from Highwoods/ProComm to streamline and coordinate the services being provided between the person calling Al-Anon, the volunteer Al-Anon member and the District.~~
 - ~~Current copies of the district meeting list are downloaded from the D6 website by Highwood's Answering Service/ProComm.~~
 - Liaison between answering service and volunteers.
 - Input volunteer schedules and rotate call order to try to keep calls evenly distributed among the volunteers.
- Conduct 12th Step Call Orientations as requested by groups. If no other requests in a twelve month period, conduct one 12th Call Orientation Session prior to the district meeting annually; notify the District Representative as to the district meetings that will offer the orientation session. This information needs to be included on the Agenda.

Reimbursable Expenses:

Each year, GRs will approve an annual budget for reimbursable expenses to cover:

- Travel to four (4) district meetings (mileage reimbursed at district rate)
- Copying/mailing
- ~~• Travel to attend four (4) district meetings at \$.35 per mile, not to exceed \$75.00 annually.~~
- ~~• Copying/mailing expenses not to exceed \$10.00 annually.~~