

Preface

The foreword to the Al-Anon/Alateen Service Manual states that, “If and when the Area Assembly has agreed on alterations in the procedures recommended, it is vital that all groups in the Area be informed of the changes and why they were necessary.”

Approval of Oklahoma autonomy changes by the Assembly will signal entry into Oklahoma Policy and Procedures Manual, and will become a part of our operating procedures.

Clarification of the abbreviations in this Digest may be found in the Al-Anon/Alateen Service Manual, “Terms Used in Al-Anon. “

Approved by the Oklahoma Area Assembly

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Guidelines for Electing Oklahoma Area Officers

In the same manner as the Twelve Steps, Traditions and Concepts, guidelines in Al-Anon/Alateen are suggestions. Our Oklahoma Area Election Guidelines will be tested and proven throughout the years or changed as Area autonomy decrees. Learning experiences have shown the necessity of having members in service positions with a thorough knowledge of the principles of Al-Anon/Alateen. As trusted servants, each member must judge his own eligibility to serve each office. The following are guidelines used by Oklahoma Area in compliance with the Al-Anon/Alateen Service Manual.

When Oklahoma Area Elections Are Held

November of the third year of the Delegate's term is election time for all Group Representatives (GRs) and District Representatives (DRs) with their terms beginning and ending with the Delegate's term. The DR in each district is elected at the District meeting held before the November Area Assembly of the year the Delegate is elected with the term beginning January 1 of the following year.

In November of the third year of the Delegate's term, elected are Delegate, Alternate Delegate, and Treasurer with terms beginning the first of the following year.

November of the second year of the Delegate's term, elected are the Chairperson and Secretary.

An election would not be held during the first year of the Delegate's term.

Eligibility Suggested for Voting Members of the Oklahoma Area Assembly

The voting members of the Area Assembly are the GRs. Each group in the area is entitled to one vote. The GR who is in office at the time of the election votes for the group. If the GR is not present, the Alternate GR does the voting for the group. Another member of the group may vote in the absence of the GR and Alternate GR.

Eligibility Suggested for District Representative (DR)

Members who are eligible to become DR are Group Representatives (GRs) who actively participate* in District and Area service and are approaching the end of the third year of their term as GR. GRs are not required to attend AWSC. (9/25/05)

Any AI-Anon/Alateen member who served a complete three year-term as an actively participating* GR, and continues to actively participate at District level, and attends AI-Anon/Alateen meetings on a regular basis may be eligible to be elected as the DR.

***Oklahoma Area autonomy defines active participation as attendance at 2/3 Area Assembly and 2/3 World Service Committee meetings per year.**

Eligibility Suggested for Area Delegate, Alternate Delegate, and Treasurer

Oklahoma Area autonomy requires the following to be eligible as a candidate for Area Delegate, Alternate Delegate, and Treasurer:

1. All out-going DRs who are completing a full three-year term of service as DR and are actively participating* in Area service are eligible to be a candidate.
2. If an Al-Anon/Alateen member becomes an Area Officer or Coordinator at the end of the second year of his/her term as DR, the term served as Officer or Coordinator would give him/her the eligibility to be a candidate for Delegate, Alternate Delegate, and Treasurer, if they have continued to actively participate* as suggested.
3. Any Al-Anon/Alateen member who has served a complete three-year term as an actively participating* DR, has continued to actively participate* at Area level, and attends Al-Anon/Alateen meetings on a regular basis is eligible to be a candidate.

***Oklahoma Area autonomy defines active participation as attendance at 2/3 Area Assembly and 2/3 World Service Committee meetings per year.**

Eligibility Suggested for Area Chairperson and Area Secretary

Due to the rotation system of electing Area Officers in Oklahoma, the requirements for candidates for Area Chairperson and Secretary would be the same as Area Delegate with the exception that he/she would be completing two years of active participation* in Area service as a DR.

***Oklahoma Area autonomy defines active participation as attendance at 2/3 Area Assembly and 2/3 World Service Committee meetings per year.**

Preparations for Election Assembly

Before the Assembly is to convene, the Chairperson ensures that:

1. Al-Anon/Alateen members who are not GRs are invited to serve as tellers.
2. A chalkboard is at hand.
3. Materials are available for registration and voting.
4. Copies of the Oklahoma Digest of Al-Anon and Alateen Policies are available.

Holding the Election

1. Chairperson calls the meeting to order.
2. Chairperson asks for a moment of silence followed by the Serenity Prayer.
3. Chairperson reviews these voting procedures with the Assembly.
4. Chairperson asks each eligible candidate if he/she is prepared to serve for three years. If so, he/she becomes a candidate. Candidates are asked to briefly share about their service history.
5. The Secretary ensures that the names of all candidates are listed on a chalkboard.
6. The Secretary verifies the number of voting members.
7. Doors are closed until election is concluded.
8. Non-voting members are selected to serve as tellers, collectors of ballots, and to record and tally votes on chalkboard.
9. Ballots are distributed.
10. Ballots are cast and given to tellers.
11. Votes are tallied on chalkboard beside the names of each candidate.
12. The first candidate to receive two-thirds is elected.
13. If no one has the required two-thirds vote after two ballots, the Chairperson may ask if any wish to withdraw.
14. Whether or not any names are withdrawn, another ballot is taken.
15. If still no election occurs, the Chairperson asks for a motion to close the balloting and that the choice be made by lot between the two high candidates. The first one drawn becomes the Delegate or Officer.

Guidelines for Oklahoma Area Archives

Be familiar with G-30, "Guidelines for Area Archives". Have an interest in history and research of the Oklahoma Area.

Responsibilities

1. Attend Area World Service Committee (AWSC) meetings.
2. Attend Area Assembly meetings.
3. Present verbal report at Assembly meetings and written report to Area Secretary.
4. Keep receipts/records of expenses for reimbursement from Area Treasurer.
5. Write articles for Area newsletter.
6. Collect and preserve the heritage of Al-Anon/Alateen in the Oklahoma Area.
7. Work closely with the AWSC.
8. Request Archives Representatives from each District and acknowledge reports received prior to the AWSC meeting.
9. Prepare and display historical memorabilia for Assemblies.
10. Keep items stored in a safe place, with several other members having access privileges.
11. Present display of materials at Al-Anon/Alateen conventions.
12. Make current inventory available.

Suggestions Of Things to Preserve And Store

1. Early information regarding history of Al-Anon/Alateen in Oklahoma.
2. Group histories of each group.
3. First editions of hardback books and other hardback books autographed by an Oklahoma or WSO trusted servant.
4. Early copies of Oklahoma directories, newsletters, and Coordinator's minutes of early important meetings.
5. Taped or printed interviews with long-timers who aided in starting the fellowship in Oklahoma Area. **GUARD ANONYMITY!**
6. Only FORUMS with articles from Oklahoma members.
7. Any articles or items for fellowship participation in Oklahoma community.
8. Photo albums from Al-Anon and Alateen conventions.

Guidelines for Oklahoma Area Al-Anon/Alateen Convention “Fall Serenity Celebration”

1. Convention Site Committee

- A. The Convention Site Committee, consisting of the current Convention Coordinator, Area Delegate, Area Chairperson, and two past Convention Coordinators, will research hotel and date availability for the last weekend in September to the second weekend in November. The Convention Site Committee determines the site proposals.
- B. The Convention Site Committee will plan a minimum of two years in advance, and present the results of their research to the Area World Service Committee meeting and subsequently to the Area Assembly meeting for approval.
- C. Once approved, the current Convention Coordinator will finalize and sign contract.

2. Convention Committee

- A. The Convention Committee consists of Convention Coordinator, Area Delegate, Area Chairperson, Alateen Coordinator(s), and eleven elected members to serve at their own expense. Committee members will be elected for a three-year term on a rotating basis, with four new members elected each year. The Convention Coordinator may request the replacement of a Committee member or Pool member by majority vote of the Convention Committee. Any vacancy will be filled, for unexpired term only, from existing pool members. Members will be chosen from any Al-Anon/Alateen member who has been active for three years. District Representatives will submit the candidates' names at the July World Service Committee meeting. Selection of a slate of candidates will be made by the AWSC and submitted to the full Assembly for election by simple majority vote. As a result of the majority vote, the first four candidates become Committee members. The next four candidates will be the active pool members who serve for a one-year term. Pool members will be activated in vote count order when needed, except when the Convention Coordinator or Alternate Coordinator is unable to

- finish their term. If the Convention Coordinator position needs to be filled, the Alternate Coordinator will move into that position. If the Alternate Coordinator position needs to be filled, a pool member that has at least 2 years on a prior Convention Committee can be moved into that position. Otherwise, the Convention Committee will elect a new Alternate Coordinator from the 3rd years' (or 2nd years' if no 3rd years') convention committee members. Both the Coordinator and the Alternate Coordinator should be individuals that have been on Convention Committee so that they have some understanding of the different positions.
- B. During the Convention, the outgoing Coordinator (with no vote) calls and chairs a meeting of the incoming Convention committee and pool members. This Convention Committee will elect a Convention Coordinator and Alternate Coordinator from the third year committee members.
 - C. Convention Committee duties are in twelve categories, each identified by number. The Convention Coordinator will assign these duties.
 - D. The Area Delegate and Area Chairperson will assist the Convention Coordinator in arranging the time and location of the Convention planning meetings. Convention Coordinator will chair meetings.

3. *Finances*

- A. The Convention shall have a Treasurer to handle finances for the convention, separate from the Area Treasury. The Area Treasurer shall advance up to \$2,000.00 for preliminary expenses.
- B. Proposed budget to cover expenses and registration fees will be presented to the AWSC meeting in March.
- C. Any change in registration fees will be presented to the AWSC and approved by Area Assembly.
- D. Sale of all pre-registrations and registrations are the responsibility of the Convention Registration Committee Member.
- E. Advance money received from Area shall be returned to the Area Treasurer no later than December 15 following the Convention.
- F. A financial statement covering the Convention is to be presented at the next Area Assembly following the Convention.

- G. The final financial statement and surplus monies accrued from the Convention will be returned to the Area Treasurer as soon as possible.

4. Speakers

- A. Speakers are selected two years in advance.
- B. Each Convention consists of five speakers: three Al-Anon, one Alateen, and one AA. WSO participation should be considered.
- C. If WSO is participating, the Area Delegate will submit name. Alateen Coordinators will submit name of the Alateen speaker. Names are to be presented to the Speaker Committee.
- D. The Saturday night speaker will be an Al-Anon speaker.
- E. All speakers will be treated equally in regards to travel, accommodations, and gifts. Round trip tourist airfare or appropriate travel expenses from designated home is to be paid for each guest speaker. In addition, room and three meals per day will be provided for each guest speaker.

5. Convention Policies

- A. Convention Coordinator will receive from Convention site management a written proposal. This proposal will cover their charges, including meeting rooms, sleeping rooms, hospitality rooms, cost of coffee per gallon, and what gratuity will be charged.
- B. Friday night "kickoff" meeting to start no later than 8:30 P.M.
- C. All Districts are to be considered in the selection of Master of Ceremonies (MC) at the Convention. The AA State Chairman will be asked to MC the AA speaker.
- D. Only Al-Anon Conference Approved Literature (CAL) is to be offered for sale at Convention. AA may sell AA literature outside the meeting rooms.
- E. Convention Coordinator is to request that the 6th & 11th Traditions be read at the beginning of each session.
- F. All Convention Committee members are encouraged to seek additional volunteer help to complete their duties.
- G. The Convention Coordinator will update the Convention script annually to reflect the current service manual wording, i.e., Opening, Traditions, Al-Anon Policies, Media & Closing.

6. Convention Committee Members

A. Convention Coordinator

- Maintains permanent record of committee position to be passed on to successor.
- Is a member of the AWSC.
- Is a member of the Convention Site Committee.
- Arranges and chairs planning meetings (Area Delegate and Area Chairperson to assist in location and time of these meetings).
- Assigns the remaining eleven Convention Committee duties.
- Works with Convention Treasurer to prepare proposed budget and present to AWSC at March meeting.
- Requests advance monies from the Area Treasurer.
- Co-signs all Convention checks with Convention Treasurer.
- Coordinates Alateen activities with Area Alateen Coordinators.
- Coordinates with committee members on hotel set up and ensures that requirements are included in the hotel contract.
- Coordinates activities with AA State Chairman when there is AA participation.
- Coordinates work of Convention Committee members and budget allotments.
- Assists Alternate Coordinator with selection of two Convention Committee members to the Speaker Selection Committee.
- Makes periodic and final reports at all AWSC and Area Assembly meetings.
- Arranges hotel walk-through with all Convention Committee members.
- Directs activities during Convention. Chairs opening and closing of Convention.
- Introduces the Convention Committee members on Saturday evening.
- If vacancies occur on the Convention Committee, the Coordinator fills the vacancies from the existing pool members and notifies Area Chairperson.
- Obtains and updates Convention Coordinator's Activity Book which contains copies of the Opening, Closing, Traditions 6 & 11, MC information and standard announcements used at the Convention.

- Presents a financial statement covering the Convention to the Area Assembly at the next meeting following the Convention.
- Presents the final financial statement and surplus monies accrued from the Area Convention to the Area Treasurer as soon as possible.
- Prepares final report of position for successor's records.

B. Alternate Coordinator

- Maintains permanent record of committee position to be passed on to successor.
- Replaces the Convention Coordinator if he/she cannot fulfill their term.
- Selects two Convention Committee members to the Speaker Selection Committee with the assistance of the Convention Coordinator.
- Arranges and chairs Speaker Selection Committee meetings to select speakers two years in advance. Committee consists of Alternate Coordinator and two Convention Committee members who are in their second year.
- Obtains from Area Delegate name of WSO participant when applicable.
- Obtains from Area Alateen Coordinators the name of the Alateen speaker.
- Plans Al-Anon/Alateen functions with assistance of the Alateen Coordinators.
- Arranges times and topics for workshops, panels, speakers, films, entertainment, etc.
- Chooses Masters of Ceremonies (MCs); all Districts are to be considered in the selection of MCs.
- Confirms speaker time slots with the Courtesy Committee member.
- Prepares program draft for approval by Convention Committee members.
- Maintains up-to-date information on the program.
- Arranges printing of the program.
- Checks all physical set up of main meeting room prior to each function (tables, chairs, etc.).
- Purchases newcomer gifts and countdown gifts.

- Arranges for water at the Speaker's podium.
- Provides information to Convention Coordinator for Script Book such as names of MCs, those reading Traditions 6 & 11, speaker introductions, and announcements.
- Gives an update on their committee position at each Convention meeting.
- Prepares final report of position for successor's records.

C. Secretary

- Maintains permanent record of committee position to be passed on to successor.
- Takes and keeps permanent record of meeting minutes, budget, and financial reports.
- Sends notices of meetings.
- Prepares copies of minutes for Convention Committee members.
- Arranges for official taper and public address system.
- Sends Thank You notes to speakers and other participants.
- Gives an update on their committee position at each Convention meeting.
- Prepares final report of position for successor's records.

D. Treasurer

- Maintains permanent record of committee position to be passed on to successor.
- Works with Convention Coordinator to prepare proposed budget for presentation at AWSC meeting in March.
- Responsible for all monies and receipts.
- Maintains permanent record that includes: registration fees, Hospitality surplus monies, and all other donations.
- Opens bank account with Convention Coordinator or any other Convention committee member as co-signer.
- Maintains checkbook with Convention Coordinator or any other Convention committee member as co-signer.
- Advances up to \$300.00 "seed money" to Hospitality Committee member.
- Pays all pertinent bills turned in by Convention Committee members.

- Obtains starting cash from Area Treasurer.
- Prepares and reports updated financial records for each Convention Committee meeting.
- Secures Hotel Lock box.
- Provides starting cash for Registration at the Convention.
- Picks up monies from Registration at the Convention.
- Returns advance monies to Area Treasurer no later than December 15th following the Convention.
- Prepares financial statement covering the Convention for the next Assembly and submits to the Convention Coordinator.
- Prepares financial statement and submits surplus monies accrued from the Area Convention to the Convention Coordinator prior to that year end.
- Closes bank account or changes signers and co-signers to reflect new position holder.
- Gives an update on their committee position at each Convention meeting.
- Prepares final report for successor's records.

E. Registration

- Maintains permanent record of committee position to be passed on to successor.
- Rent Post Office Box or other mailing options.
- Coordinate pre-registration forms for flyer with Publicity/Archivist Convention Committee member.
- Responsible for all sales of pre-registrations and registrations.
- Responsible for bunkhouse registration, if using.
- Obtains flyers for pre-registration to be available at Area Assemblies.
- Maintains records of registration.
- Designs and provides badges for AI-Anon, Alateen, AA, and visitors.
- Provides badges and ribbons for Convention Committee members, speakers, and hosts.
- Reserves registration setup furnishings during hotel walk-through.

- Sets up and maintains registration desk at Convention with help of volunteers.
- Turns in monies to Convention Treasurer on a timely basis and before leaving Convention site.
- Gives an update on their committee position at each Convention meeting.
- Prepares final report of position for successor's records.

F. Housing

- Maintains permanent record of committee position to be passed on to successor.
- Meets with Convention Committee members for setup needs.
- Reserve rooms for speakers, arranging any special needs, if required.
- Arrange for block of sleeping rooms for Convention Committee members.
- When the Convention site requires each committee member to reserve their own room, the committee will not need a Housing Committee member. If the Housing Committee member is not required, then the Courtesy Committee member will also be responsible for the jobs under Housing. The extra Committee member will be Hospitality Co-Coordinator.
- Gives an update on their committee position at each Convention meeting.
- Prepares final report of position for successor's records.

G. Decorations

- Maintains permanent record of committee position to be passed on to successor.
- Responsible for acquiring and displaying Convention theme banner.
- Provides signs for lobby, hospitality rooms, bingo, and dance.
- Provides decorations for lobby, registration, and stage.
- Displays the Al-Anon Banner behind the speaker table and gives to the incoming Decoration Committee member immediately after Convention.

- Displays the Twelve Steps, Twelve Traditions, and Twelve Concepts banner and gives to the incoming Decorations Committee member immediately after Convention.
- Gives an update on their committee position at each Convention meeting.
- Prepares final report of position for successor's records.

H. Courtesy

- Maintains permanent record of committee position to be passed on to successor.
- Contacts speakers, confirms participation, and coordinates their travel arrangements.
- Confirms speaker time slots with Alternate Coordinator.
- Arranges for Al-Anon/Alateen members to host each guest speaker, i.e., to greet speaker at airport and provide transportation to and from the hotel.
- Provides a list of medical services, such as doctors, dentists, wheelchairs, etc.
- When the Convention site requires each committee member to reserve their own room, the committee will not need a Housing Committee member. If the Housing Committee member is not required, then the Courtesy Committee member will also be responsible for the jobs under Housing. The extra committee member will be Hospitality Co-Coordinator.
- Gives an update on their committee position at each Convention meeting.
- Prepares final report of position for successor's records.

I. Publicity/Archivist

- Maintains permanent record of committee position to be passed on to successor.
- Coordinates pre-registration form with Registration Committee member.
- Prepares Convention flyer and distributes at Area Assembly meetings and Intergroup Offices starting in March.
- Sends dates and location for publication in the Forum, Area

Newsletter, Al-Anon and AA Information Services, and other publications, i.e., local newspapers.

- Coordinates with Area Archivist for display of Oklahoma Archives.
- Reserves Archives setup furnishings during hotel walk-through.
- Arranges for photos of Area Convention highlights.
- Sets up pictures in a current Area Convention photo album and passes on to Area Archivist.
- Gives an update on their committee position at each Convention meeting.
- Prepares final report of position for successor's records.

J. Entertainment

- Maintains permanent record of committee position to be passed on to successor.
- Arranges for bingos.
- Arranges for skits, music, dance, decorations and /or other entertainment, if planned.
- Reserves entertainment setup furnishings during hotel walk-through.
- Gives an update on their committee position at each Convention meeting.
- Prepares final report of position for successor's records.

K. Literature

- Maintains permanent record of committee position to be passed on to successor.
- Coordinates with Area Literature Coordinator for the ordering and purchase of literature and to ensure the literature is available at the Convention.
- Reserves literature setup furnishings during hotel walkthrough.
- Creates displays and/or decorations concerning literature (optional).
- Arranges for the sale of books and pamphlets using volunteers.

- Obtains starting cash and supplies from Area Literature Coordinator.
- Turns in monies to Area Literature Coordinator on a timely basis.
- Keeps beginning and ending inventory records.
- Gives an update on their committee position at each convention meeting.
- Prepares final report of position for successor's records.

L. Hospitality

- Maintains permanent record of committee position to be passed on to successor.
- Arranges for and coordinates ALL Convention Hospitality Rooms and locations.
- Arranges for donations of monies and refreshments.
- Arranges for the purchase of food items and necessary supplies.
- Coordinates with Convention Treasurer for seed money (up to \$300.00) and donations.
- Provides "kitty" for donations during convention.
- Sets up hospitality rooms.
- Recruits and schedules volunteers to help during the Convention.
- Turns in monies to Convention Treasurer before leaving Convention site.
- When the Convention site requires each committee member to reserve their own room, the committee will not need a Housing Committee member. If the Housing Committee member is not required, then the Courtesy Committee member will also be responsible for the jobs under Housing. The extra committee member will be Hospitality Co-Coordinator.
- Gives an update on their committee position at each Convention meeting.
- Prepares final report of position for successor's records.

M. Area Delegate

- Is a member of the Convention Committee.
- Assists Convention Coordinator in arranging time and location of Convention planning meetings.

N. Area Chairperson

- Is a member of the Convention Site Committee.
- Assists Convention Coordinator in arranging time and location of Convention planning meetings.
- Attends all Convention Committee planning meetings.
- Holds Area elections when pool member replacement is required.

O. Area Alateen Co-Coordinators

- Attend all Convention Committee planning meetings.
- Invite Alateen representation (if available) to attend Convention Committee planning meetings and assist Alateen Co-Coordinators.
- Coordinate Alateen activities with Alternate Coordinator.
- Submit name and tape of Alateen speaker to Alternate Coordinator.
- Give an update on their committee position at each Convention meeting.

P. Pool Members

- Term is one year.
- Attend all Convention Committee meetings.
- Have voice only during the Convention Committee meetings.
- Help Hospitality Committee members(s) or other assigned responsibilities prior to and during Convention.

Guidelines for Alateen Co-Coordinators

Each receives full information and support from Oklahoma Area and WSO correspondence, “This Day”, “Alateen Talks”, Area T-Highlights”, etc.

AI-Anon/Alateen Convention

- Alateen Co-Coordinators are members of the AI-Anon/Alateen Convention Committee.
- Coordinate with Convention Committees in the planning of activities at the AI-Anon/Alateen Convention, stressing the inclusion of Alateens in all aspects of the Convention.
- Any meeting led by Alateens, such as “God as I understand” is open to all.
- Submit name of the Alateen Speaker for the AI-Anon/Alateen Convention.

Alateen Convention

- Responsible for oversight of the Convention.
- Secure Convention location.
- Coordinate security, transportation, food, and planning sessions.
- Oversee finances.
- Inform the AWSC of changes to the Convention bylaws, guidelines, and registration requirements.
- If invited, work with liaison person (who is appointed by the Area AI-Anon Chairperson) to plan Alateen activities, hospitality room, etc.

Guidelines for Alateen Service Certification Committee

Purpose

To ensure that Oklahoma Area meets the minimum Area Alateen Safety and Behavioral Requirements as approved in a motion by the Board of Trustees of the Al-Anon Family Group Headquarters, Inc., on December 8, 2003.

Oklahoma Area's Alateen Service Certification Committee (ASCC) coordinated the implementation of the following two processes:

1. Alateen group registrations and group changes.
2. The certification that Al-Anon members meet area requirements to be involved in Alateen service. Bring before the AWSC and subsequently to the Area Assembly for approval, any necessary changes pertinent to Oklahoma autonomy.

Members

The Alateen Service Certification Committee is comprised of seven people:

1. Alateen Service Certification Coordinator who chairs the ASCC meetings. The Coordinator is also the "Area Alateen Process Person" (which is WSO's name for this person). This is a 3 year term of office appointed by the Area Chairperson.
2. Alateen Co-Coordinator – East.
3. Alateen Co-Coordinator – West.
4. Area Delegate.
5. Area Chairperson.
6. Alateen – female. This is a 1 year term appointed by the Area Chairperson with input from the Alateen Co-Coordinators.
7. Alateen – male. This is a 1 year term appointed by the Area Chairperson with input from the Alateen Co-Coordinators.

Each person (except the two Alateen members) must be certified as an "Al-Anon Member Involved in Alateen Service". WSO defines an Al-Anon member involved in Alateen service as "An Al-Anon member who is directly responsible for Alateens while being of service to Alateen" (excerpted from the World Service Office Alateen Coordinator Mailing#1 dated March 18, 2004).

Oklahoma Area further defines such Al-Anon members to include, but not be limited to, Alateen group sponsors and assistants, chaperones, drivers, Alateen Conference cooks, and anyone else who has authority over Alateens.

Guidelines for Policy Review Committee

Purpose

To thoroughly research each phase of our Area activities and procedures, correlate our established procedures with WSO Guidelines, and bring before the AWSC and subsequently to the Area Assembly for approval, any necessary changes pertinent to Oklahoma Area autonomy. The Committee will **“research and report only”** on all proposed changes.

Members

- A. The Policy Review Committee is comprised of three members who are and have been active at the Area level for at least three years and attend Al-Anon/Alateen meetings on a regular basis.
- B. In addition, the Area Chairperson, Area Delegate, and pertinent Officer/Coordinator may be included as part of this committee.
- C. The Committee members must be “well-grounded” in the knowledge of the Twelve Traditions and of Oklahoma’s established practices.
- D. The Committee members must be willing to devote time to projects that require much research and many meetings.
- E. The Members serve at their own expense. At the 2nd AWSC meeting each year, one new Committee member is elected for a three year term (to maintain Committee on a rotating basis). The term begins immediately after the 2nd Area Assembly. Those nominated but not elected will remain in a pool one year to fill any vacancies.
- F. All Committee members attend and have voice at AWSC meetings.

Meetings

- A. After election of the new Committee member, a Policy Review Committee meeting will be called for the purpose of selecting a chairperson and secretary. The member who is in their third year calls this meeting. The Policy Review chairperson calls all subsequent meetings.
- B. Meeting reports are filed in Policy Review Committee notebook.
- C. Notebook to be passed to next member.

Chairperson

- A. Presents oral reports at the AWSC meeting.
- B. Provides written copy of reports to Committee members.
- C. Fills Committee vacancies, including replacement of inactive members.
Selection to be made from existing pool of candidates, in order of votes received.

Secretary

- A. Notifies members of times and dates of Policy Review Committee meetings.
- B. Records minutes of Policy Review Committee meetings.
- C. Furnishes updated notebook to Policy Review Committee members.
This notebook to contain:
 - 1. Oklahoma Area Guidelines.
 - 2. Current WSO Guidelines.
 - 3. Minutes of Policy Review Committee meetings.
 - 4. Pertinent excerpts from AWSC/Area Assembly meeting minutes.
 - 5. Copies of all pending and approved findings/proposals presented to the AWSC by the Policy Review Committee.
- D. Collects notebooks from outgoing members.

Expenses

Required expenses, (postage, copy cost, etc.) to be reimbursed by Area.

Guidelines for Travel Expense Reimbursement Of Officers/Coordinators

- To allow equal participation, a portion of expenses to attend AWSC/Assembly meetings is reimbursed.
- The amount of compensation may be adjusted annually by the AWSC.
- The AWSC submits the expense compensation rate to the Area Assembly for approval.
- Officers/Coordinators residing over fifty miles from the meeting are compensated for overnight lodging expenses. The Literature Coordinator is always compensated for overnight lodging expenses.
- All Officers/Coordinators are compensated for mileage.
- Submission for compensation is the responsibility of the Officer/Coordinator.

Website Coordinator Duties

1. Ensures content is in conformity with the Twelve Traditions and Twelve Concepts of the Al-Anon and Alateen Family Groups as well as the current Al-Anon/Alateen Service Manual and guidance from the World Service Office (WSO).
2. Maintains a link to the WSO.
3. Searches out and provides ideas for major changes in the design and content to the Area officers. Makes major changes upon approval of AWSC and Assembly.
4. Coordinates with the Group Records Coordinator, updating meeting database within one week of notification of meeting additions, changes, or deletions.
5. Coordinates with the Secretary, updating the Oklahoma Digest of Al-Anon & Alateen Policies within three weeks of notifications, changes, or deletions.
6. Updates other areas of the site, i.e., Convention information, Alateen, etc., within one week of notification of the need for updates.
7. Coordinates requests for information from professionals with appropriate person.
8. Coordinates requests received from the Comments, Questions, Suggestions Page with appropriate person.
9. Keeps in touch with the needs of the Oklahoma Area by being active in Assembly and AWSC meetings, reading *This Day* and local newsletters and keeps in touch with a wide range of Oklahoma Al-Anon members and Area Information Offices.
10. Provides a written and oral report at each Area World Service Committee (AWSC). If unable to attend any meeting or Area Assembly, sends a report to the Area Chairperson and Area Secretary.
11. Ensures that the URL is maintained and that invoices for housing the pages are sent to the Area Treasurer for timely payment.
12. Sets up email accounts for Area Officers, Coordinators, DR's, etc. Provides instructions to users for website.
13. Prepares and secures backup files of the website. As an added measure of safety, the Website Coordinator and the Area Alternate Delegate will have a copy of the backup CD.