

Oklahoma - Area Chairperson

- Active Al-Anon member.
- May not be a member of AA.
- Elected for a three-year term.
- Familiar with the Al-Anon/Alateen Service Manual.
- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assembly in person.
- If unable to attend AWSC and/or Area Assembly, inform the Delegate, Secretary, and Treasurer. Ask a past Area Chair to perform duties at the meeting(s).
- Have served a full three-year term as District Representative (DR) or two years as a DR and at least one year as an Area Officer or Coordinator and remained active in Oklahoma Area per Oklahoma Area Autonomy.
- Facilitate all AWSC and Area Assemblies meetings.
- Negotiate and sign contracts for meeting facilities for AWSC and Area Assembly meetings.
- Ensure that meeting rooms are set up for all meetings.
- Member of all Area Committees, including thought and task forces.
- Fill coordinator and liaison positions.
- Appoint a DR (or previous officer if active at AWSC and Area Assembly) to fill an area office temporarily, if any Area officer resigns before the end of the term. (Alternate Delegate will become Delegate.)
- March Area Assembly Agenda should include time for the Alternate Delegate's report from the South Central Regional Delegate Meeting.
- The agenda for the first Area Assembly after the World Service Conference (WSC), which is held in mid-April, should include time for the Delegate's WSC report.
- Include AWSC items in Area Assembly Agenda, as needed.
- Include in the Area Assembly Agenda for the election of a new Delegate and other officers before the end of the Delegate's three-year term of office, allowing ample time for a new Delegate to take office by the first of January.
- Keep a copy of the Area Motion Log up to date with annual updates from the Secretary.
- Submit Chairperson Letter to Area Newsletter Editor for inclusion in Area Newsletter.
- Submit the AWSC and Area Assembly agendas to Area Newsletter Editor for inclusion in Area Newsletter.
- Request an internal review of financial records every two years.
- Request current South Central Regional Trustee attend Area Assembly (usually the last one of the year) and give WSO Trustee Report.
- Give a written report to the successor with notebook or digital record with history of the position.

Oklahoma - Area Delegate

- Active Al-Anon member.
- May not be a member of AA.
- Elected for a three-year term.
- Have served a full three-year term as District Representative (DR) or two years as a DR and at least one year as an Area Officer or Coordinator and remained active at Area – Oklahoma Autonomy.
- Familiar with the Al-Anon/Alateen Service Manual.

- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assembly in person.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and if needed, have a Past Delegate read reports or pass on required information.
- Give oral reports at AWSC and Area Assembly.
- Attend and participate in Area meetings, committees, and thought or task forces to broaden the scope of participation.
- Provide Area Action Committees relevant World Service Office (WSO) information.
- Attend all sessions of the annual World Service Conference (WSC) – with a voice and vote (held in April).
- Report to the Area Assembly the decisions and news from WSO.
- Attend the South Central Regional Delegate Meeting (held 1st weekend in March).
- Provide South Central Regional Secretary and Group IO (group messaging application) with new delegate contact information.
- Bring the Area's viewpoint on matters affecting the entire fellowship to the World Service Conference and return with a broader perspective of AI-Anon worldwide.
- Be the bridge of understanding that links the groups in the Area with world AI-Anon to help them continue to function in unity.
- Be a servant of AI-Anon as a whole.
- Each year purchase/procure welcome gifts for the new Delegates to the South Central Region (Suggested budget \$25/person to be reimbursed by Area).
- Give a report to the Area Assembly and AWSC from the annual WSC as soon as possible after the conference.
- Submit to WSO: names and contact information of any newly elected and/or appointed AWSC officers, coordinators, and DR's.
- Submit to WSO no later than August 15 of the regional trustee election year, either the Regional Trustee Resume or notification that the Area does not have a candidate.
- Monitor all correspondence from WSO and AFG Connects.
- Be aware of all WSO deadlines for requested information/reports.
- Participate in WSO committee meetings as requested.
- Member of all Oklahoma Area Committees, including thought and task forces.
- Keep a copy of the Area Motion Log up to date with annual updates from the Area Secretary.
- Send welcome letters to new groups with district numbers and DR's information.
- Update WSO and South Central Region Secretary regarding any Delegate's passing.
- Submit report to Area Secretary for inclusion in Area Newsletter.
- Give a written report to the successor with notebook or digital record with history of the position.

Oklahoma - Area Alternate Delegate

- Active member of AI-Anon.
- May not be a member of AA.
- Elected for a three-year term.
- Familiar with the AI-Anon/Alateen Service Manual.
- Have knowledge of the Traditions, Concepts, and Warranties.

- Have served a full three-year term as District Representative (DR) and/or two years as a DR and at least one year as an Area Coordinator and remained active in Oklahoma Area.
- Attend Area World Service Committee (AWSC) and Area Assembly in person.
- Work along with the Delegate as much as possible in communicating with the groups. Be acquainted with all the Delegate's duties, so that if the Delegate is unable to finish their three-year term, the Alternate can step in to complete the term.
- Will become the Area Delegate if the current Delegate is unable to finish the term.
- Perform the roles of World Service Office (WSO) Forum Coordinator and WSO Group Records Coordinator (as determined by Oklahoma Area autonomy).
- Maintain and update the Area Group Records in the WSO database in a timely manner.
- Provide the Area Newsletter Coordinator with current mailing and email addresses of Group Representatives (GR) and Current Mailing Address (CMA) in Oklahoma.
- Assign new groups to the appropriate District based on the current district boundaries.
- Give notice of new groups to Group Services for the welcome packet.
- Keep a copy of the Area Motion Log up to date with annual updates from the Area Secretary.
- Provide the local Al-Anon offices (ISO – Tulsa and AIS – Oklahoma City) group updates.
- Monitor WSO AFG Connects (Forum and Groups Records) for information to relay to the fellowship.
- Send out the Area Assembly electronic meeting link to the Group Representative or Current Mailing Address (if no GR) for each group.
- Give an oral report at AWSC.
- If unable to attend, inform Area Chair and find a representative to perform duties at AWSC and Area Assembly.
- Responsible for monitoring electronic meeting attendees for Group Representatives and give attendance list to Area Secretary. (If you do not have a laptop, find one to borrow or have someone take attendance for you – someone that is not currently doing a job during the meeting).
- Conduct Al-Anon Birthday count at Area Assembly. Take verbal count and then circulate sign-in sheet and donation bag in honor of their birthday. Include Birthday count in the report for Area Newsletter, to be given to Area Secretary.
- Hold Forum raffle at Area Assembly.
- Member of the Fellowship Communication Action Committee.
- Give a report at Fellowship Communication Action Committee meeting.
- Submit report to Area Secretary for inclusion in Area Newsletter.
- Attend South Central Regional Delegates meeting (held 1st weekend in March).
- Give South Central Regional Delegates Meeting Report to Area Assembly in March.
- Give a written report to the successor with notebook or digital record with history of the position.

Oklahoma - Area Treasurer

- Active Al-Anon member.
- May not be a member of AA.
- Elected for a three-year term.
- Have served a full three-year term as DR and/or two years as a DR and at least one year as an Area Coordinator and remained active at Area – Oklahoma Digest.
- Familiar with the Al-Anon/Alateen Service Manual.

- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assembly in person.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and find a representative (look to past Area Treasurers) to perform duties.
- Receive and deposit all Area collections, contributions, and funds.
- Maintain a record of group contributions.
- Submit group contribution report to Area Newsletter Editor for inclusion in the Area Newsletter.
- Submit financial reports to the Area Newsletter Editor for inclusion in the Area Newsletter.
- Forward to the World Service Office (WSO), before January 1st, the Delegate's Full or Equalized Expense as voted by Area Assembly.
- Issue receipts for any contributions received if needed.
- Collect contributions/proceeds from Area Newsletter sales and Birthday contributions from the Alternate Delegate.
- Pay all bills for approved expenditures. It is a sound business practice to have four members authorized to sign checks.
- Area Chair will request an internal review of financial records every two years.
- Pay officer and coordinator reimbursement requests according to the Assembly-approved limits.
- Pay stipend to Past Delegates, without a current reimbursable position, in attendance at Area Assembly.
- Present annual proposed budget, developed by members of the AWSC, for approval by the Area Assembly.
- Give an oral report at AWSC and Area Assembly, which should include current bank balance.
- Keep a copy of the Area Motion Log up to date with annual updates from the Area Secretary.
- Give a written report to the successor with notebook or digital record with history of the position.

Oklahoma - Area Secretary

- Active member of Al-Anon.
- May not be a member of AA.
- Elected for a three-year term.
- Familiar with the Al-Anon/Alateen Service Manual.
- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assembly in person.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and find a representative (look to past secretaries) to perform duties.
- Have served a full three-year term as DR or two years as a DR and at least one year as an Area Officer or Coordinator and remained active at Area – Oklahoma Autonomy.
- Work with the Delegate and Area Chair, according to the Area's procedure, to maintain the current contact information of all District Representatives (DR), Officers, Coordinators, Liaisons, and Past Delegates.
- Send out all notices of Area Assembly and AWSC meetings. (Typically done thru the Area Newsletter.)
- Attend to all regular secretarial work and take minutes of all meetings.
- Send the minutes and reports to the Area Newsletter Coordinator after the Area Assembly.

- Maintain minutes as a permanent copy to be passed along to successor and possibly a copy to the Area Archives.
- Call roll of voting members at AWSC and Area Assembly (those listed on the Information Page of Area Newsletter). Sign-in sheets are used as a roll call for Group Representatives (GR).
- Update and correct the Information Page that contains contact information for Area Officers, Coordinators and DR's and Liaisons.
- Maintain and investigate the eligibility of DR's and Coordinators to stand for Area Officers.
- Display the list of candidates for office at election Assemblies.
- Maintain the Area Motion Log – keeping it up to date and providing Area Officers with updates annually.
- Provide sign-in sheets at AWSC and Area Assembly.
- Maintain sign-in sheets as a permanent record to help determine eligibility for the election of Area Officers. Include electronic attendees.
- Calculate the number of voting members (in person and electronic attendees) needed for voting.
- Provide ballots for elections.
- Give a written report to the successor with notebook or digital record with history of the position.

Oklahoma - AA Conference Coordinators (East and West)

- Active Al-Anon Member.
- May not be a member of AA.
- Serve a three-year term.
- Familiar with the Al-Anon/Alateen Service Manual.
- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assembly.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and find a representative to perform duties.
- Give an oral report at AWSC.
- Attend and participate at the State AA Conference Committee meetings.
- East and West coordinators will be responsible for conference activities when the conference is located in their respective areas.
- Secure Al-Anon speaker for the AA State Conference.
- Secure an Al-Anon host for the speaker. Communicate budget and reimbursement procedures to the Host for the speaker's expenses for the weekend.
- Secure facilitator (can be the Speaker and Delegate) for Al-Anon workshop at AA State Conference.
- Coordinate with AA Facility Chair as soon as possible: workshop room and literature needs (room arrangement, number of tables and chairs).
- Secure individuals for podium panel.
- Coordinate with Area Literature Coordinator for literature to be at the AA State Conference.
- Member of the Membership Outreach Action Committee.
- Submit report to Area Secretary for inclusion in Area Newsletter.
- Secure Al-Anon speaker by December 1st for the upcoming year.
- Give a written report to the successor with notebook or digital record with history of the position.

Note: AA is responsible for speaker expenses. Al-Anon does not have a budget for the AA Conference.

Oklahoma - Area Alateen Process Person (AAPP)

- Active Al-Anon Member.
- May not be a member of AA.
- Serve a three-year term.
- Familiar with the Al-Anon/Alateen Service Manual.
- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assembly.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and find a representative to perform duties.
- Be a certified Al-Anon Member in Alateen Service (AMIAS) in Oklahoma.
- Maintain a current list of certified AMIAS in Oklahoma.
- Recertify all registered AMIAS annually using the World Service Office (WSO) website.
- Supply the forms and complete the certification process for any new AMIAS – including the required background check.
- Update Alateen Group information in the WSO database as needed.
- Register new Alateen groups as requested.
- Hold AMIAS training with Alateen Coordinators as required.
- Become familiar with the WSO Alateen Safety Guidelines G-34.
- Attend online training from WSO in the use of their websites.
- Keep any procedure changes updated in the AAPP notebook.
- Give an oral report at AWSC.
- Member of the Group Services Action Committee.
- Give report at Group Services Action Committee meeting.
- Submit reports to Area Secretary for inclusion in Area Newsletter.
- Chairperson for the Alateen Service Certification Committee.
- Give a written report to the successor with notebook or digital record with history of the position.

Oklahoma - Area Alateen Coordinators (East and West)

- Active Al-Anon Member.
- May not be a member of AA.
- Serve a three-year term. East and West Coordinators will have an offset rotation by one year so both coordinators are not new at the same time.
- Familiar with the Al-Anon/Alateen Service Manual.
- Have knowledge of the Traditions, Concepts, and Warranties
- Attend Area World Service Committee (AWSC) and Area Assembly.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and find a representative to perform duties.
- Become familiar with WSO Guidelines for Area Alateen Coordinator G-24.
- Be familiar with WSO Guidelines for Alateen Safety G-34.
- Are members of the Al-Anon/Alateen Convention Committee.
- Work with the AAPP to make sure Area Alateen Safety Certification Process is used and each group and event are in compliance.

- Encourage Al-Anon members to become Al-Anon Members in Alateen Service (AMIAS) and Sponsors for Alateen groups.
- Hold AMIAS training with Area Alateen Process Person (AAPP) as required.
- Encourage Alateen participation at Area and at the Annual Alateen conference
- Arrange for and facilitate Alateen Conference if there is sufficient membership and interest (see Oklahoma Area Digest for details)
- Arrange for other area/statewide activities for teen members, i.e., swim parties, fall events, holiday events, etc.
- Solicit funding for Alateen Conference from groups and individuals.
- Maintain bank account and record of money received and disbursed.
- Assist in setting up new Alateen Groups.
- Give an oral report at AWSC.
- Member of the Group Services Action Committee.
- Give report at Group Services Action committee meeting.
- Submit report to Area Secretary for inclusion in Area Newsletter.
- Give a written report to the successor with notebook or digital record with history of the position.

Al-Anon/Alateen Convention

- Coordinate with Convention Committees in the planning of activities, stressing the inclusion of Alateens in all aspects of the Convention.
- Any meeting led by Alateens, such as “God of my Understanding” is open to all.
- Submit the name of the Alateen Speaker.

Alateen Convention

- Responsible for oversight of the Convention
- Secure Convention location.
- Coordinate security, transportation, food, AMIAS, and planning sessions.
- Oversee finances.
- Inform the AWSC of changes to the Convention bylaws, guidelines, and registration requirements.

Oklahoma - Area Archives Coordinator

- Active Al-Anon Member.
- May not be a member of AA.
- Serve a three-year term.
- Familiar with the Al-Anon/Alateen Service Manual.
- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assembly.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and find a representative to perform duties.
- Responsible for the preservation and maintenance of the local Area Archives.
- Secure a temperature-controlled storage facility to house the archives.
- Ensure the storage facility is paid.
- Bring Archives of interest to Area Convention, Assembly, and any other events as requested.
- Become familiar with WSO Guidelines for Area Archives G-30.

- Maintain Oklahoma Archives Inventory.
- Give an oral report at AWSC.
- Member of the Group Services Action Committee.
- Give report at Group Services Action Committee meeting.
- Submit report to Area Secretary for inclusion in Area Newsletter.
- Give a written report to the successor with notebook or digital record with history of the position.

Oklahoma - Area Literature Coordinator

- Active Al-Anon Member.
- May not be a member of AA.
- Serve a three-year term.
- Familiar with the Al-Anon/Alateen Service Manual.
- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assemblies in person.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and find a representative to perform duties.
- Bring literature for sale to Area Assembly, Al-Anon convention, AA conference, and other Al-Anon/Alateen functions as requested.
- Order and inventory Area Literature stock.
- Send all income from sales to Area Treasurer in a timely manner.
- Maintain devices for digital transactions.
- Become familiar with the World Service Office (WSO) Guidelines for Area Literature G-6.
- Member of the Fellowship Communication Action Committee.
- Give an oral report at AWSC.
- Give report at Fellowship Communication Action Committee meeting.
- Promote CAL and advise members of new literature formation and availability.
- Encourage members to submit personal sharing's for the Forum Magazine and other publications.
- Submit report to Area Secretary for inclusion in Area Newsletter.
- Give a written report to the successor with notebook or digital record with history of the position.

Oklahoma - Area Newsletter Coordinator

- Active Al-Anon Member.
- May not be a member of AA.
- Serve a three-year term.
- Familiar with the Al-Anon/Alateen Service Manual.
- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assembly in person.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and find a representative to perform duties.
- Give an oral report at AWSC.
- Receive reports and minutes from Area Secretary, Area Treasurer, and Area Chairperson to compile the Area Newsletter.
- Print an adequate number of Area Newsletters.
- Mail and/or email the Area Newsletter one month before the next Area Assembly.

- Submit reimbursement request to Area Treasurer for printing and postage expenses or request advance from Area Treasurer to pay for printing and postage.
- Work with Area Alternate Delegate to maintain a current mailing/emailing list for Group Representatives (GR) and Current Mailing Addresses (CMA) for Area Newsletter distribution.
- Work with Area Secretary, Area Chair, and Area Delegate to include those on the Area Newsletter Information Page in the Area Newsletter distribution list.
- Bring adequate amounts of extra Area Newsletters to Area Assembly for new GR's and for sale.
- Count and deliver the funds to the Area Treasurer at Area Assembly.
- Become familiar with World Service Office (WSO) Guidelines for Area Newsletter Coordinator G-21.
- Work with the vendor for printing services.
- Member of the Fellowship Communication Action Committee.
- Give report at the Fellowship Communication Action Committee meeting.
- Submit report to Area Secretary for inclusion in Area Newsletter.
- Receive Area Newsletter subscriptions and submit money to Area Treasurer.
- Notify members when their Area Newsletter subscription is about to end.
- Assist with other printing projects as requested by Area Chair, i.e., Oklahoma Area Digest (green book).
- Give a written report to the successor with notebook or digital record with history of the position.

Oklahoma - Public Outreach Coordinators (East and West)

- Active Al-Anon Member.
- May not be a member of AA.
- Serve a three-year term.
- Familiar with the Al-Anon/Alateen Service Manual.
- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assembly.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and find a representative to perform duties.
- Spearhead Public Outreach projects through the Public Outreach Action Committee at Assembly.
- Encourage Districts and Groups to plan and implement their own Public Outreach projects.
- Be the contact for Public Outreach for the Area.
- Pursue participation in local information fairs, health fairs, etc.
- Become familiar with the World Service Office (WSO) Guidelines for Area Public Outreach Coordinator G-three8, Public Outreach service G-10, Public Outreach to institutions G-9
- Give an oral report at AWSC.
- Member of the Public Outreach Action Committee.
- Give report at the Public Outreach Action Committee Meeting.
- Submit report to Area Secretary for inclusion in Area Newsletter.
- Give a written report to the successor with notebook or digital record with history of the position.

Oklahoma - Area Technology Coordinator

- Active Al-Anon Member.

- May not be a member of AA.
- Serve a three-year term.
- Familiar with the Al-Anon/Alateen Service Manual
- Have knowledge of the Traditions, Concepts, and Warranties.
- Attend Area World Service Committee (AWSC) and Area Assembly.
- If unable to attend AWSC and/or Area Assembly, inform Area Chair and find a representative to perform duties.
- Give an oral report at AWSC.
- Member of the Fellowship Communication Action Committee.
- Give report at the Fellowship Communication Action Committee meeting.
- Submit report to Area Secretary for inclusion in Area Newsletter.
- Give a written report to the successor with notebook or digital record with history of the position.

Website Responsibilities

- Become familiar with Guidelines for World Service Office Area Website G-40.
- Maintain URL and provide invoices to the Area Treasurer for timely payment.
- Maintain up to date information on the website.
- Place and verify links to other service arms websites (WSO, Tulsa ISO, OKC AIS).
- Upload event flyers, announcements, and other timely information.
- Ensure content is in conformity with the Al-Anon/Alateen Twelve Traditions and Twelve Concepts.
- Ensure content is in conformity with the current Al-Anon/Alateen Service Manual and any guidelines from WSO.
- Search out and provide ideas for major changes in the design and content to the Area Officers. Make major changes upon approval of AWSC and Area Assembly.
- Set up Area email accounts for Area Officers and coordinators as requested.

Electronic Meeting Responsibilities

- Create a tech committee of up to four individuals, if desired, to aid at AWSC and Area Assembly.
- Maintain and bring all required equipment to each meeting.
- Maintain/Update/Request replacement of equipment as needed.
- Request equipment updates/replacement as needed.
- Maintain and check for updates to the electronic meeting account.
- Coordinate with Area Chair for hotel IT contact.
- Prior to the meetings, verify needs for any electronic reports/presentations that will be used during AWSC or Area Assembly prior to the meeting.
- Host the electronic meeting.
- Suggest updated electronic meeting protocols as needed.
- Send out the electronic meeting link for each meeting to those on the Information Pages of the Area Newsletter. (The Alt Delegate will be responsible for sending out to the GR's)
- Have equipment in place and open electronic meetings 30 minutes prior to meeting start time.
- Admit electronic meeting attendees. Coordinate with Alternate Delegate &/or other Tech Committee member to admit electronic meeting attendees, mute or rename attendees as needed.
- Give Area Secretary Co-host rights. (To share displayed screen items to those on-line)
- Create voting polls, such as voting in officers, motions, etc.

- Set up break-out rooms for Action Committees. Will include monitoring during breakout sessions, moving attendees to correct breakout room, mute and rename virtual attendees as needed.
- Monitor questions and comments from the electronic meeting attendees and advise Area Chair accordingly.

Oklahoma – Immediate Past Delegate

- Attend Area World Service Committee and Area Assembly.
- Prior to March Assembly, assign District Representatives and Past Delegates, who continue to be active at Area, to an Action Committee. Keep in mind whether or not they have a coordinator position.
- Remind the District Representatives they are the facilitators and recorder/reporters for the Action Committee meeting.
- Bring the Action Committee notebooks to each Area Assembly.
- Pass out and collect notebooks before and after the Action Committee meetings.
- If not able to attend Area Assembly, inform Area Chair and have a representative to handle the Action Committee notebooks.

Oklahoma - District Representatives (responsibilities at Oklahoma Area World Service Committee and Area Assembly)

- Active Al-Anon member.
- Attend Area World Service Committee (AWSC) and Area Assembly.
- If unable to attend AWSC and/or Area Assembly have a representative to perform duties.
- Member of an Area Action Committee, as assigned by Immediate Past Delegate.
- Attend assigned Action Committee meetings for one year.
- Act as facilitator or recorder/reporter for the assigned Action Committee. (Roles rotate for each Area Assembly.)
- Recorder/reporter give an oral report from Action Committee meeting at Area Assembly.
- Submit a written Action Committee report to Area Secretary to be included in the Area Newsletter.
- Submit names for members and pool members to AWSC for Area Convention.
- Submit report of general district activities, discussions, and issues to the Area Secretary for inclusion in the Area Newsletter.
- District Representative expenses are paid by the district and/or groups in the district.