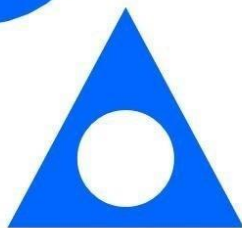


**New Zealand  
Al-Anon - Alateen  
Service  
Handbook  
2022**



**Al-Anon Family Groups**  
*for families and friends of alcoholics*

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**PN-27**

# Al-Anon Declaration

## ***Let It Begin With Me***

When anyone, anywhere, reaches out for help, let  
the hand of Al-Anon and Alateen always be there  
and

## ***Let It Begin With Me.***

Every Al-Anon member is encouraged to own and study this *New Zealand Al-Anon/Alateen Service Handbook (PN-27)*. It gives a clear and concise picture of the Al-Anon fellowship in New Zealand, its purpose and functions and how it helps resolve group problems.

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## INTRODUCTION

This *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* is for every member of our fellowship who has found the personal benefits and satisfaction from playing an active part in Al-Anon's growth.

The opportunities to serve as described here can take us far beyond the boundaries of the group and our personal problems.

Carrying the message, as suggested in the Twelfth Step, is Service, Al-Anon's third legacy.

While Tradition Nine provides that Al-Anon as such shall not be organised, it does suggest that an orderly structure and logical procedures will make it possible for Al-Anon to carry its message with maximum effectiveness.

This *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* explains how Al-Anon is held together, how it is structured and how each member who is elected or appointed to a particular responsibility can best function in it.

It is not a book of rules; however, since our growth depends upon how well we serve the fellowship, this book can be helpful as a guide. It gives the methods that have long been standard practice in World Service work in the North American states and provinces, as well as overseas. These are recommended guidelines, the shared experience of Al-Anon and Alateen members. Lois Wilson said "Al-Anon...holds together by means of a loving understanding among its members. Al-Anon is united - without organization, without management, without a chain of command or a set of rules - by its members' willingness to be obedient to the unenforceable." *The Al-Anon Family Groups Classic Edition* (page 166) These are ideals which we strive towards, when working in Al-Anon service in New Zealand. These procedures have been drawn from long trial-and-error experience and should be changed only when NZASC is fully agreed such changes would better adapt these guidelines to their needs. However, if by majority agreement NZASC decides to alter one or more of these guidelines, the changes should be a matter of record so that all members in NZ clearly understand them. Any proposed changes should be sent to all NZASC members in advance of NZASC so that they have ample time to study them.

## **Amendments**

All guidelines may be amended, modified or replaced at any time by the vote of 2/3rds (two-thirds) of NZAGSB. These amendments must be approved by NZASC.

**Note:** A vertical line, like the one at the side, indicates where changes were made in this issue.

**MAP OF NEW ZEALAND AREAS**

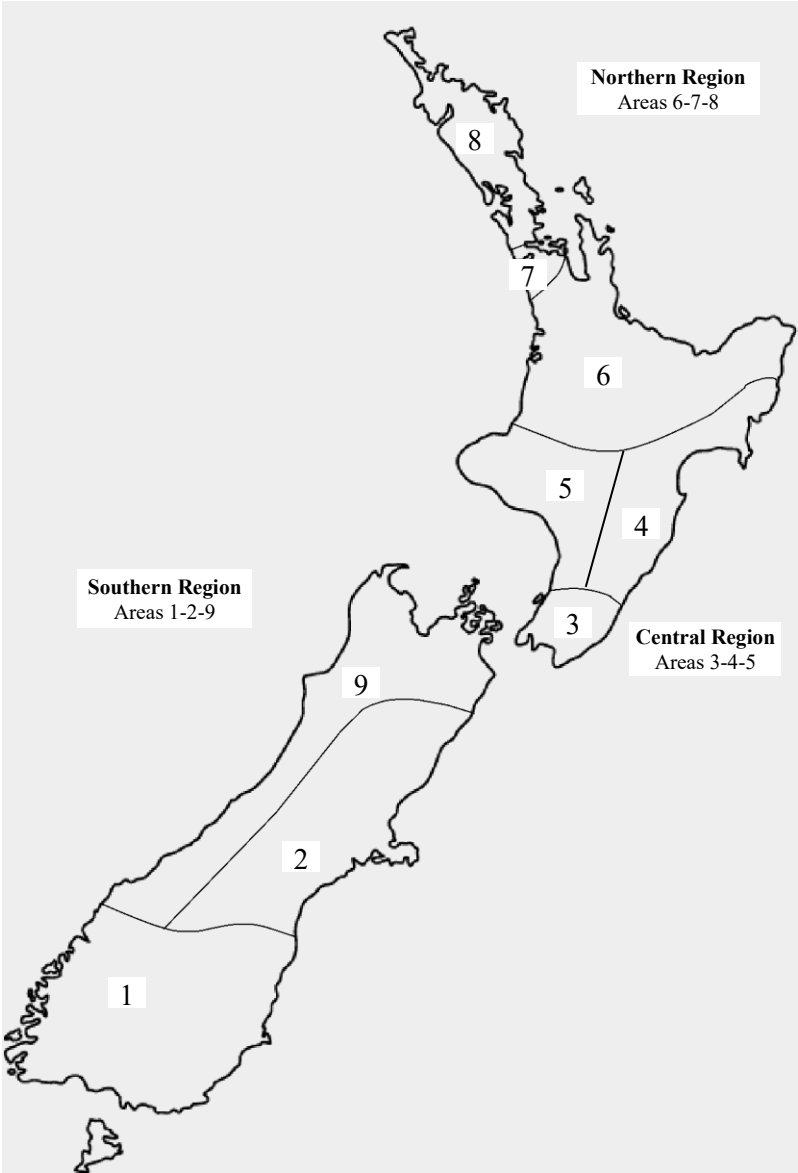
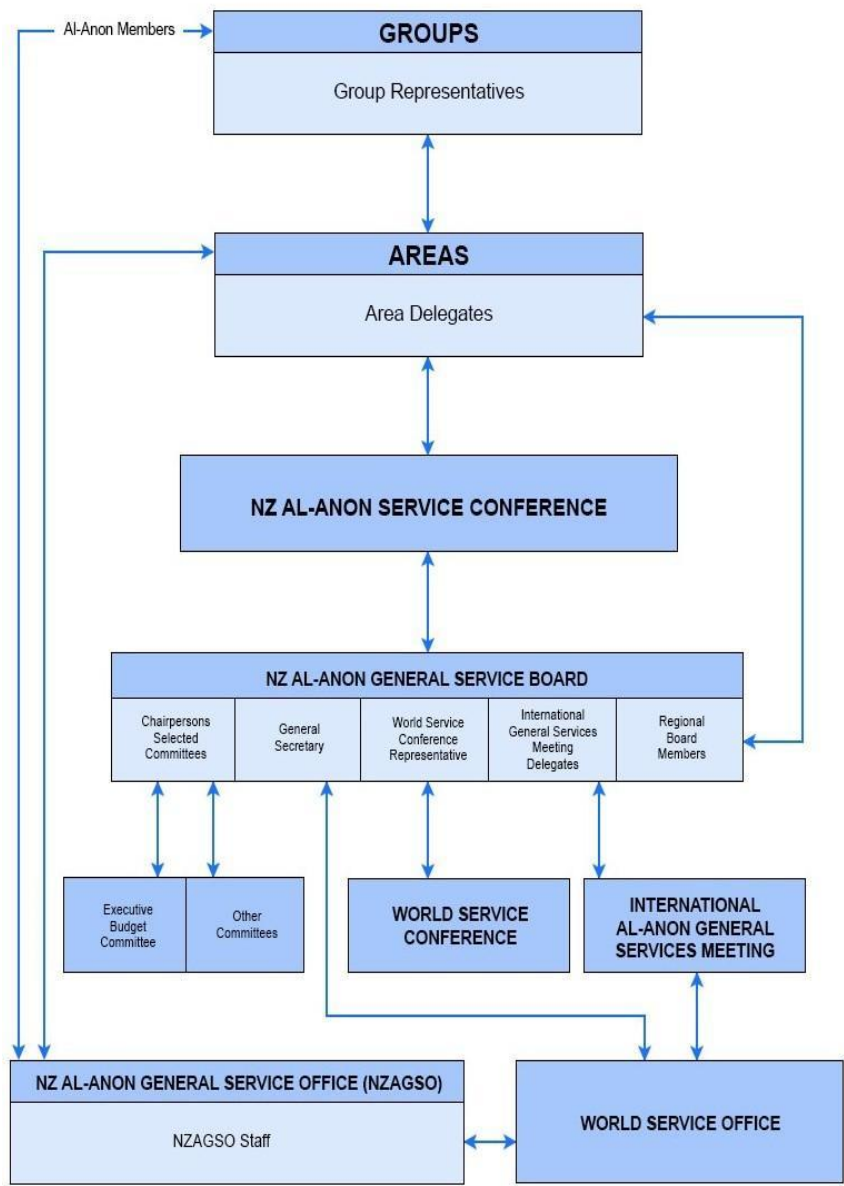


CHART OF AL-ANON STRUCTURE IN NEW ZEALAND





## **ABBREVIATIONS**

AA	Alcoholics Anonymous
AMIAS	Al-Anon member involved in Alateen Service
CAL	Conference Approved Literature
CPC	Co-operating with the Professional Community
General Secretary	General Secretary for NZAFG.
GR	Group Representative
IAGSM	International Al-Anon General Services Meeting
KBDM	Knowledge Based Decision Making
NZAFG	NZ Al-Anon Family Groups
NZAGS	NZ Al-Anon General Services
NZAGSB	NZ Al-Anon General Service Board
NZAGSO	NZ Al-Anon General Service Office
NZASC	NZ Al-Anon Service Conference
PO	Public Outreach
RBM	Regional Board Member
TEAM	Together Empowering Al-Anon Members
WSC	World Service Conference
WSO	World Service Office
WSCR	World Service Conference Representative

## **DEFINITIONS**

### **Al-Anon Member Involved In Alateen Service (AMIAS)**

An Al-Anon Family Groups member who has been qualified in terms of the Alateen Safety Guidelines to provide service to the Alateen fellowship including, but not limited to, service as one of the two sponsors required for all Alateen group meetings.

### **Alternate Area Delegate**

Elected to work closely with the Area Delegate and to replace the Area Delegate if the Area Delegate is unable to fulfil the three year term.

### **Alternate Group Representative (Alternate GR)**

Elected by the group to share the GR's duties.

### **Area**

A defined section of NZ.

### **Area Assembly**

An assembly of the GRs, Area Committee and other Al-Anon members in the Area.

### **Area Assembly Officers**

The Area Chairperson, the Area Secretary and the Area Treasurer.

### **Area Business Meeting**

A closed meeting (available to Al-Anon members only) conducted within an Area Assembly to receive, review and approve reports from each of the GRs and each member of the Area Committee to assure adequate interchange of information and ideas about service activities within the Area and nationally where appropriate to the Area.

### **Area Committee**

Area Chairperson, Area Secretary, Area Treasurer, Area Delegate, Alternate Area Delegate, Area Public Outreach Coordinator and coordinators of special services.

### **Area Delegate**

Elected for a three year term to represent the Area at NZASC and report back to the Area.

### **Area Election Assembly**

An Area Assembly called each year to complete an Area Business Meeting and to elect members to Area Committee roles as required.

## **Area Interim Assembly**

A regular Area Assembly called between Area Election Assemblies to complete an Area Business Meeting and to elect members to fill any vacancies in the Area Committee roles.

## **Conference Approved Literature (CAL)**

Literature conceptually approved by the World Service Conference (WSC) and bearing the CAL seal. A full definition of CAL is contained in *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)* (page 76) with images of the seal (pages 111 and 112).

## **Executive Budget Committee**

A committee appointed by NZAGSB to be responsible to manage the day to day operation of NZAGSO.

## **General Secretary for NZAFG (General Secretary)**

The General Secretary is appointed to carry on the functions of the NZAGSB Secretary in a voluntary capacity and is a full member of NZAGSB with voice and vote.

## **General Service Structure**

A country (e.g. NZ) or group of countries outside the USA and Canada with its own General Service Board and General Service Office.

## **Group Representative (GR)**

An experienced member elected by the group to attend Area assemblies and to be the vital link between the group and Area.

## **International Al-Anon General Services Meeting (IAGSM)**

A biennial meeting of Delegates from the general service structures throughout the world and members of the WSO General Service Meeting Planning Committee.

## **International Al-Anon General Services Meeting Delegate (IAGSM Delegate)**

An Al-Anon member, knowledgeable about NZ service structure, appointed by NZAGSB subject to the approval of NZASC to attend the IAGSM, to serve Al-Anon and report back to NZ.

## **Knowledge Based Decision Making (KBDM)**

A decision making process intended to assist the making of group conscience decisions on a fully informed basis to enable our spiritual principles to guide our decisions.

## **Lone Member**

When there are no groups in a locality, or attendance at meetings due to a disability is difficult, a member may actively participate in Al-Anon/Alateen through the lone member service. Lone members have the option of being listed at NZAGSO for anyone seeking help in the area.

## **NZ Al-Anon General Service Board (NZAGSB)**

A body of experienced Al-Anon members which may be composed of NZAGSB Chairperson, NZAGSB Treasurer, RBMs, General Secretary, Selected Committee Chairpersons, IAGSM Delegates and a WSCR (in each case if appointed).

## **NZ Al-Anon General Service Office (NZAGSO)**

An office voluntarily supported by the groups in NZ to supply specific services.

## **New Zealand Al-Anon Service Conference (NZASC)**

An annual assembly of NZ Area Delegates and NZAGSB. NZASC provides guidance to NZAGSB in service matters brought to its attention.

## **NZ Conference Charter**

A statement of principles and relationships through which Al-Anon in NZ can function. The provisions of the document are not legal but traditional.

## **Observer**

A NZ or overseas Al-Anon member who is permitted to attend NZASC with voice but no vote.

## **Public Outreach Coordinator**

A member elected by the GRs of the Area to coordinate the Public Outreach in the Area.

## **Regional Board Member (RBM)**

Regional Board Member's concern is with the fellowship as a whole. The RBM does not represent a region but brings to NZAGSB an overall viewpoint from the membership within the region.

## **Selected Committee**

A committee to unify a particular service within NZ.

Alateen Committee – arranges national Alateen initiatives.

Conference Committee – organises NZASC.

Convention Committee – arranges NZAFG and Alateen participation in the annual NZ AA Convention.

Editorial Committee – edits a NZ magazine.

Executive Budget Committee – ensures that NZAFG remains solvent and administers NZAGSO.

Literature Committee – revises this *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* and adapts WSO Guidelines and pamphlets to suit the NZAFG structure.

Public Outreach Committee – provides knowledge and generates public goodwill.

## **Service Arms**

NZAGSB, NZAGSO, various committees and representatives responsible to NZAGSB.

## **TEAM Event**

An event brought about out of a partnership between an Area (or Areas) and NZAGSB at the request of the Area (or Areas) to provide an opportunity for members to learn more about service and the Al-Anon program.

## **World Service**

Services rendered by Al-Anon Family Group Headquarters, Inc. World Service Office (WSO), the Board of Trustees and various committees. All these are guided by the WSC.

## **World Service Conference (WSC)**

An annual assembly of state, provincial and territorial Delegates from USA and Canada, representatives from other countries, Board of Trustees, Policy Committee, *The Forum* editor and Al-Anon staff of WSO Virginia Beach USA.

## **World Service Conference Representative (WSCR)**

A member elected by NZASC if and when it is considered advantageous and approved by NZAGSB to represent NZ at the annual WSC and report back.

## **Notes**

The term "Al-Anon" includes its junior segment Alateen except in historical references before Alateen's inception in 1957.

**All members participating in service work  
should be regularly attending an Al-Anon group.**

## OUR THREE LEGACIES



**Recovery** - through the Steps

**Unity** - through the Traditions

**Service** - through the Concepts

The threefold guides of Al-Anon point the way to a normal, useful life for the individual. They also are a framework within which the groups can carry on their affairs in harmony.

### RECOVERY THROUGH THE STEPS

#### The Twelve Steps

Because of their proven power and worth, AA's Twelve Steps have been adopted almost word for word by Al-Anon. They represent a way of life appealing to all people of goodwill, of any religious faith or of none. Note the power of the very words!

1. We admitted we were powerless over alcohol - that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.

10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to others, and to practice these principles in all our affairs.

These Steps suggest acceptance of four primary ideas that:

**1. We Are Powerless Over the Problem of Alcoholism.**

When we can honestly accept this truth, it brings us a feeling of release and hope. We can now turn our full attention to bringing our own lives into order. We can go forward to spiritual growth, to the comfort and peace to be gained from the entire programme.

**2. We Can Turn Our Lives Over to a Power Greater Than Ourselves.**

Now that our well meant aid to the alcoholic has ended in failure and our own lives have become unmanageable, we realise we cannot deal with our problem objectively, perhaps not even sanely.

In Al-Anon we find a Power greater than ourselves which can direct our lives into quiet, useful channels. At first this power may seem to be the group, but as we grow in knowledge and spiritual understanding, many of us call it God, *as we understand Him*.

**3. We Need to Change Both Our Attitude and Our Actions.**

As we become willing to admit our defects, we begin to see how much of our thinking is distorted. We realise how unwise some of our actions have been, how unloving many of our attitudes. We try to recognise and correct these faults.

**4. We Keep Al-Anon's Gifts by Sharing Them with Others.**

This sharing makes Al-Anon the vital, forward reaching fellowship it is. Our great obligation is to those still in need. Leading another person from despair to hope and love brings comfort to both the giver



and receiver.

## UNITY THROUGH THE TRADITIONS

### The Twelve Traditions - Al-Anon

The Traditions that follow bind us together in unity. They guide the groups in their relations with other groups, with AA and the outside world. They recommend group attitudes toward leadership, membership, money, property, public relations and anonymity.

The Traditions evolved from the experience of AA groups in trying to solve their problems of living and working together. Al-Anon adopted these group guidelines and over the years has found them sound and wise. Although they are only suggestions, Al-Anon's unity and perhaps even its survival are dependent on adherence to these principles.

1. Our common welfare should come first; personal progress for the greatest number depends upon unity.
2. For our group purpose there is but one authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants - they do not govern.
3. The relatives of alcoholics, when gathered together for mutual aid, may call themselves an Al-Anon Family Group, provided that as a group, they have no other affiliation. The only requirement for membership is that there be a problem of alcoholism in a relative or friend.
4. Each group should be autonomous, except in matters affecting another group or Al-Anon or AA as a whole.
5. Each Al-Anon Family Group has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps of AA *ourselves*, by encouraging and understanding our alcoholic relatives, and by welcoming and giving comfort to families of alcoholics.
6. Our Family Groups ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim. Although a separate entity, we should always co-operate with Alcoholics Anonymous.

7. Every group ought to be fully self-supporting, declining outside contributions.
8. Al-Anon Twelfth Step work should remain forever non-professional, but our service centres may employ special workers.
9. Our groups, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. The Al-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, and TV. We need guard with special care the anonymity of all AA members.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles above personalities.

### **The Twelve Traditions - Alateen**

Our group experience suggests that the unity of the Alateen Groups depends upon our adherence to these Traditions.

1. Our common welfare should come first; personal progress for the greatest number depends upon unity.
2. For our group purpose there is but one authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is that there be a problem of alcoholism in a relative or friend. The teenage relatives of Alcoholics, when gathered together for mutual aid, may call themselves an Alateen Group, provided that as a group, they have no other affiliation.
4. Each group should be autonomous, except in matters affecting other Alateen and Al-Anon family groups or AA as a whole.
5. Each Alateen Group has but one purpose: to help other teenagers of alcoholics. We do this by practicing the Twelve Steps of AA

*ourselves*, by encouraging and understanding the members of our immediate families.

6. Alateens, being part of Al-Anon Family Groups, ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim. Although a separate entity, we should always cooperate with Alcoholics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Alateen Twelfth Step work should remain forever non-professional, but our service centres may employ special workers.
9. Our groups, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. The Alateen Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, and TV. We need guard with special care the anonymity of all AA members.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles above personalities.

## **SERVICE THROUGH THE CONCEPTS**

### **The Twelve Concepts of Service**

Carrying the message, as suggested in the Twelfth Step, is Service, Al-Anon's third legacy. Service, a vital purpose of Al-Anon, is *action*. Members strive to *do*, as well as to *be*.

Anything done to help a relative or friend of an alcoholic is service: a telephone call to a despairing member or sponsoring a newcomer, telling one's story at meetings, forming groups, arranging for public outreach, distributing literature, and financially supporting groups, local services, and the World Service Office.

1. The ultimate responsibility and authority for Al-Anon world services belongs to the Al-Anon groups.
2. The Al-Anon Family Groups have delegated complete administrative and operational authority to their Conference and its service arms.
3. The right of decision makes effective leadership possible.
4. Participation is the key to harmony.
5. The rights of appeal and petition protect minorities and insure that they be heard.
6. The Conference acknowledges the primary administrative responsibility of the Trustees.
7. The Trustees have legal rights while the rights of the Conference are traditional.
8. The Board of Trustees delegates full authority for routine management of Al-Anon Headquarters to its executive committees.
9. Good personal leadership at all service levels is a necessity. In the field of world service the Board of Trustees assumes the primary leadership.
10. Service responsibility is balanced by carefully defined service authority and double-headed management is avoided.
11. The World Service Office is composed of selected committees, executives and staff members.
12. The spiritual foundation for Al-Anon's world services is contained in the General Warranties of the Conference, Article 12 of the Charter.

### **General Warranties**

In all proceedings the World Service Conference of Al-Anon shall observe the spirit of the Traditions:

1. that only sufficient operating funds, including an ample reserve, be its prudent financial principle;
2. that no Conference member shall be placed in unqualified authority

over other members;

3. that all decisions be reached by discussion vote and whenever possible by unanimity;
4. that no Conference action ever be personally punitive or an incitement to public controversy;
5. that though the Conference serves Al-Anon it shall never perform any act of government; and that like the fellowship of Al-Anon Family Groups which it serves, it shall always remain democratic in thought and action.

## **ANONYMITY**

*Anonymity is an important principle of the Al-Anon/Alateen programme* (Suggested Welcome) but anonymity is often misunderstood within our fellowship. Although *we need always maintain personal anonymity at the level of press, radio, films, and TV* (Tradition 11) and WSC policy extends that principle to also apply to the level of the internet, the principles do not require us to maintain our personal anonymity beyond the level of press, radio, films, TV and internet. Useful information about the anonymity principles can be found in *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)* (pages 21 and 98) and in *P-33 Why Anonymity in Al-Anon?*

## **MEMBERS ANSWERING TWELVE STEP PHONE CALLS**

When Al-Anon Family Group members answer Twelve Step calls, it is easy to panic and to feel like you have to know or fix everything, but there are just a few simple principles to follow, in fact it is not much different from welcoming a newcomer at a meeting.

### **The Key Messages to Convey**

- Give the caller your first name and ask for the caller's name and location.
- Tell the caller the location and time of the nearest meeting to the caller's location and, if helpful, the first name and phone number of the contact for that meeting.
- Recommend that the caller attend at least six Al-Anon meetings before deciding if the Al-Anon Family Groups is for the caller.

- Explain that Al-Anon is a spiritual program but not a religious program, so when the caller hears the word “God” in meetings it is simply the “God” of the speaker’s understanding.
- Explain that Al-Anon is a Twelve Step fellowship and that we follow the Twelve Steps of Alcoholics Anonymous, adapted for ourselves.
- Explain that anonymity is an important principle of the Al-Anon Family Groups.
- Explain that at the meeting they will be welcomed and probably given some literature and that at the end of the meeting there will be someone to answer any questions the caller might have.

### **General Information**

Twelve Step callers often have a lot of questions. You may feel willing to answer some of these but you may feel that others are better answered by attending a meeting. Here are some common questions:

- **How will Al-Anon help me?** Members in Al-Anon share their own experience, strength, and hope with each other. You will meet others who share your feelings and frustrations, if not your exact situation. We come together to learn a better way of life, to find happiness whether the alcoholic is still drinking or not.
- **Do I have to say anything at a meeting?** It is your choice whether to speak or not during the meetings. Newcomers are welcomed to meetings, usually provided with literature and a local meeting list, and invited to listen and learn. Members are available to answer questions before or after the meetings.
- **What is Al-Anon and what can I expect at a meeting?** Give an idea of what a typical meeting format is like.
- **What is the cost?** There are no dues or fees in Al-Anon meetings. Groups ask for voluntary contributions to cover expenses and support the service structure.

### **Traps to Avoid**

If a caller wants help with other problems, ask if there is also a problem with alcohol in their family – parents, grandparents, or other relatives. If

there is, then suggest coming to Al-Anon meetings. Otherwise, try to be helpful and suggest other agencies the caller might like to contact (you are not expected to even have these details available). Your role is not to try to “fix” the caller’s problems or to convince the caller that Al-Anon is for the caller. Some callers may be in the middle of a difficult situation and asking for advice. We cannot give advice – the caller may later hold you or Al-Anon responsible for the outcome. You can refer the caller to other agencies if they want advice about alcoholism or other problems (including suicidal thoughts). The one exception is when a caller is threatened with violence. We all deserve to be safe. Encourage such a caller to make choices to ensure the caller’s immediate safety, and the safety of the caller’s family.

If asked about intervention or counselling etc, state that we have no opinion. Instead, suggest coming to Al-Anon for a while. Avoid giving counselling over the phone. Besides the costs of the call, this might encourage a caller to continue to ring back for phone support and divert the caller from attending a meeting.

Remember that your role is to give people information about Al-Anon, not to decide for them whether they belong. Tell them what Al-Anon is about and let them decide if they want to come. If they are in doubt, suggest coming to six meetings as a way of finding out.

Try to stay on the phone less than 5 minutes. Your role is to encourage the caller to go to a meeting for help (talking too long enables the caller to avoid getting to a meeting). The caller may need to talk for a bit, but then say something similar to “It sounds like you could use Al-Anon, but come to the meeting to hear other people’s points of view”.

Protect your personal anonymity and politely decline to answer any personal questions from callers. Do not give out your home address or any identifying detail. You can arrange to meet a caller at a particular meeting but your safety must always be protected when dealing with people you do not know.

### **How Does the Toll-Free Number Work?**

NZ Al-Anon General Services provides one toll free number for people to call regarding meeting information etc. When a call is received between 8am and 9pm, the caller is invited to select from a menu the

geographic area they are interested in and the call is then routed to a volunteer from that area. This volunteer will have details of the local meetings, be able to answer questions the caller might have and direct the caller to the nearest meetings.

Calls between 9pm and 8am are routed to a message asking the caller to call back between 8am and 9pm.

## COOPERATING WITH ALCOHOLICS ANONYMOUS

The fellowships of Al-Anon (which includes Alateen for its younger members) and AA have a unique relationship. They were closely allied in their origins and are naturally drawn together by their family ties. Yet the Twelve Traditions emphasise that each works more effectively if it remains separate. Tradition Six specifically states that Al-Anon and AA are separate entities (Page [13](#)). Therefore, in keeping with this Tradition, there can be no combining, joining, or uniting which would result in the loss of identity of either fellowship. Separateness rules out affiliation or merging, but it does not exclude cooperation with AA or acting together for mutual benefit. Al-Anon acknowledges with gratitude the spiritual contribution of AA and there can continue to be cooperation between Al-Anon and AA.

The Al-Anon name can properly be used to identify or publicise events arranged within the Al-Anon service structure or AA events with Al-Anon participation. Those events may properly be announced at Al-Anon group meetings and at Al-Anon group meeting locations and may properly be communicated in Al-Anon publications. The Al-Anon name cannot otherwise properly be used to identify or publicise events sponsored by others. For more information see **Announcing Events, What to Announce at Meetings and Outside the Fellowship** in *Al-Anon/Alateen Service Manual 2018-2021 version two* (P-24/27) (pages 91-92).

Invitations for NZAFG to participate in AA Area Assemblies should be sent to NZAGSO by the AA Host Planning Committee. The office manager then forwards the invitation to the RBM. Invitations for NZAFG to participate in any other AA event, including the annual NZ AA National Convention, should be sent to the NZAGSB through NZAGSO from the NZ AA Board.



## **Participation in AA Conventions/Assemblies**

When Al-Anon and Alateen members are invited to participate in an AA Convention or an AA Assembly, it is well to remember that Al-Anon is present at the Convention or Assembly only by invitation.

Al-Anon, almost from its beginnings, has participated in AA events. Such participation has often led to the growth of Al-Anon, the added success of the AA Convention and an enhanced spirit of cooperation between both fellowships. It is through the application of our Traditions that this spirit of cooperation is encouraged. Tradition Six states "...*Although a separate entity, we should always co-operate with Alcoholics Anonymous*".

The basic ingredients for a successful Convention or Assembly, as in all our service work, can be found in the application of all our Traditions, unity, reliance on our Higher Power and the need to place principles above personalities.

## **Participation in AA Conventions - Procedures**

NZASC annually appoints a Convention Committee Chairperson (preferably the RBM for the region) and chooses the theme for the Al-Anon participation.

A Convention Committee is formed to undertake the work involved in the planning of the Convention. The Convention Committee Chairperson arranges for a meeting of the Convention Committee members and from among them the Convention Committee Chairperson appoints a Convention Committee Secretary, a Convention Committee Treasurer, a Convention Committee Publicity Officer, a Convention Committee Literature and Display Officer, a Convention Committee Hospitality Officer and a Convention Committee Fundraising Officer. The Convention Committee Chairperson asks previous Convention Committee members to offer their experience to the new Convention Committee. Working together with this team, the Convention Committee Chairperson appoints Al-Anon members to be responsible for any other services thought necessary. See **Convention Committee** (page [99](#)).

### **Convention Committee Chairperson:**

- Is responsible to NZAGSB for the smooth running of Al-Anon/Alateen participation.

- Should have a sound understanding of the Traditions and the ability to work with others.
- Attends the AA Convention Hosting Committee meetings.
- Provides progress reports to NZAGSB.
- Relays information from NZAGSB and AA Convention Hosting Committee to the Convention Committee.
- Uses the AA schedule of activities as a guide to plan the Al-Anon/Alateen participation in the Convention and to plan the Al-Anon/Alateen programme.
- Invites speakers, preferably from among those registered for the Convention, in ample time to plan their talks. (When invited speakers would not ordinarily attend, their expenses are reimbursed.)
- Includes an Alateen speaker in the main programme if possible.
- Provides space for Alateen meetings and workshops where practicable.
- May consult on various matters with NZAGSB members and/or Convention Committee members but retains all aspects of service authority.
- Chairs the opening Convention meeting and introduces the Convention Committee members, service members, Area Delegates and NZAGSB Members.
- Attends all Al-Anon sessions, introduces the chairperson of each session and makes announcements - e.g. "Please turn off mobile phones", "This session will be recorded".
- After the Convention writes letters of thanks to the AA Convention Host Planning Committee Chairperson, the chairpersons of individual sessions and any speakers.
- After the Convention holds a final Convention Committee meeting to evaluate the Convention.

- Records any helpful suggestions in the electronic Convention file for subsequent Convention Committees.

### **Convention Committee Secretary:**

- Sends notices of Convention Committee meetings to Convention Committee members.
- Records minutes of the Convention Committee meetings and circulates copies to each Convention Committee member and keeps a copy on file.
- Handles Convention Committee correspondence.
- Where applicable arranges for public address system, for meetings to be recorded and for notices to be placed on the door of the meeting room announcing that the meeting will be recorded.

### **Convention Committee Treasurer**

- Handles all Al-Anon/Alateen monies connected with the Convention.
- Works with Convention Committee members responsible for fundraising projects.
- Receives a float not exceeding \$200.00 supplied by NZAGSO to the Convention Treasurer to cover Convention Committee members' expenses (e.g. travel to Convention Committee meetings, postage, and stationery) and to provide a change float. Repays the float to NZAGSO at the conclusion of the Convention.
- Pays all Convention expenses out of revenue before the balance is sent to NZAGSO.
- After the Convention prepares and presents to the Convention Committee Chairperson a full financial report of the Convention income and expenditure.

### **Convention Committee Publicity Officer:**

- Ensures that all groups in New Zealand are informed about the Convention.

- Works with the Convention Committee Chairperson to publicise the Convention.
- Approximately six months prior to the Convention sends notices to all groups in New Zealand (using the mailing/email addresses listed at NZAGSO).
- Submits the Al-Anon/Alateen activities programme to AA in time for inclusion in the AA printed programme - Al-Anon can print its own programme if the Convention Committee decides to do so.
- Approximately six months prior to the Convention sends dates, location and contact information to WSO to be published in *The Forum* and to General Service Offices of other countries to be published in their newsletters.

#### **Convention Committee Literature and Display Officer:**

- Not less than two months prior to the Convention orders literature from NZAGSO (literature is obtainable on a sale or return basis only for Conventions).
- Creates displays in a prominent place (preferably near the AA literature stand) and arranges for the sale of books and pamphlets.
- Obtains from the Convention Committee Treasurer a float of small change.
- After the Convention lists all unsold literature and returns it to NZAGSO.
- Gives all monies from the sale of literature to the Convention Committee Treasurer.
- May provide a supply of CAL to give away.
- Displays Al-Anon banners and copies of CAL in the meeting room.

**NB - PLEASE DO NOT MARK PRICES DIRECTLY ON THE PAMPHLETS. NZAGSO WILL SUPPLY LITERATURE PRICE LISTS**

### **Convention Committee Hospitality Officer:**

- If possible arranges (in proximity to the AA registration desk) a separate Al-Anon/Alateen registration desk which may also serve as an information desk for Al-Anon/Alateen.
- If possible arranges for a hospitality room where Al-Anon and Alateen members can meet and refreshments may be served.
- If customary identification badges are not supplied by AA they may be furnished by the hospitality committee. A self-adhesive logo (the symbol of our Al-Anon fellowship) may be affixed to badges for easy Al-Anon identification. Blue logo stickers are used for Al-Anon and red for Alateen. (these are available from NZAGSO)
- Ensures that any complaints or suggestions and any announcements to be made are referred to the Convention Committee Chairperson and **NOT** to AA or to the venue's staff.

### **Convention Committee Fundraising Officer**

To avoid commercialism in the fellowship, ensure that what is done relates in some way to our spiritual principles. Items, such as Al-Anon/Alateen books, subscriptions to *The NZ Al-Anon Messenger* or *The Forum* or the donated crafts of individual members may be raffled or sold. To comply with Tradition Seven these should be within the Al-Anon meeting area and not in the public area.

### **Helpful Hints**

- Provide distinct identification for Convention Committee members (e.g. a ribbon or a badge).
- Bring a package of useful items such as bell, pens, sticky tape, scissors, blue tack and containers for collections.

### **Proceeds of the Convention**

Proceeds from AA Conventions offered to Al-Anon as acknowledgment of our participation in these functions and in proportion to the Al-Anon participation may be accepted by NZAGSO.

## **Participation in AA Assemblies - Procedures**

- Al-Anon participation in AA Area Assemblies is the responsibility of the Area Committee in the Area where the AA Area Assembly venue is located.
- The Area Committee is responsible to NZAGSB through the Area Delegate and the RBM.
- The Area Delegate will usually act as the Al-Anon AA Area Assembly Committee Chairperson.
- The Area Delegate asks the group/s located nearest to the AA Area Assembly venue to assist the Al-Anon AA Area Assembly Committee.
- The Al-Anon AA Area Assembly Committee Chairperson may ask previous Al-Anon AA Area Assembly Committee members to offer their experience to new Al-Anon AA Area Assembly Committee members.
- The Al-Anon AA Area Assembly Committee Chairperson may arrange for a meeting of members of the Al-Anon AA Area Assembly Committee and appoints any officers thought necessary (e.g. Secretary, Treasurer, Publicity Officer, Literature and Display Officer, Hospitality Officer and/or Fundraising Officer).

### **Al-Anon AA Area Assembly Committee Chairperson:**

- Is responsible for the smooth running of Al-Anon/Alateen participation.
- Should have a sound understanding of the Traditions and the ability to work with others.
- Attends the AA Assembly Hosting Committee meetings.
- Makes progress reports to the RBM through the Area Delegate.
- Relays information from the AA Assembly Hosting Committee to the Al-Anon AA Area Assembly Committee.

- Uses the AA schedule of activities as a guide to plan the Al-Anon/Alateen participation in the AA Area Assembly and to plan the Al-Anon/Alateen theme and programme.
- Includes an Alateen speaker in the main programme if possible.
- Provides space for Alateen meetings and workshops where practicable.
- Chairs the opening AA Area Assembly meeting and introduces the Al-Anon AA Area Assembly Committee, service members, Area Delegate and NZAGSB Members.
- Attends all Al-Anon sessions, introduces the chairperson of each session and makes announcements - e.g. "Please turn off mobile phones", "This session will be recorded".
- After the AA Area Assembly writes letters of thanks to the AA Assembly Host Committee Chairperson, chairpersons of the individual sessions and any invited Al-Anon speakers.
- After the AA Area Assembly holds a final meeting to evaluate the Assembly.
- Records any helpful suggestions in the Assembly file for subsequent Al-Anon AA Area Assembly Committees.

#### **Al-Anon AA Area Assembly Committee Secretary:**

- Sends notices of Al-Anon AA Area Assembly Committee meetings to Al-Anon AA Area Assembly Committee members.
- Records minutes of the Al-Anon AA Area Assembly Committee meetings and circulates copies to each Al-Anon AA Area Assembly Committee member and keeps a copy on file.
- Handles Al-Anon AA Area Assembly Committee correspondence.
- Where applicable arranges for public address system, for meetings to be recorded and for notices to be placed on the door of the meeting room announcing that the meeting will be recorded.

#### **Al-Anon AA Area Assembly Committee Treasurer:**

- Handles all Al-Anon/Alateen monies connected with the AA Area Assembly.

- May work with Al-Anon AA Area Assembly Committee members responsible for fund raising projects.
- May approach the Area Committee for a float.
- After all expenses are paid, the balance is sent to the Area Committee.

#### **Al-Anon AA Area Assembly Committee Publicity Officer:**

- See that all groups in New Zealand are informed about the AA Area Assembly through *The NZ Al-Anon Messenger*.
- Works with the Al-Anon AA Area Assembly Chairperson to publicise the AA Area Assembly.
- Sends notices to all groups in the region (using the mailing/email addresses listed at NZAGSO).
- Submits the programme for Al-Anon/Alateen activities to AA in time for inclusion in their printed programme - Al-Anon can print its own programme if the Committee decides to do so.

#### **Al-Anon AA Area Assembly Committee Literature and Display Officer:**

- Not less than one month prior to the AA Area Assembly orders literature from the Area Committee or NZAGSO (Literature from NZAGSO for AA Area Assemblies is **NOT** available on a sale or return basis).
- Ensures sufficient literature (including price lists) is available for display and sale.
- Creates displays in a prominent place (preferably near the AA literature stand) and arranges for the sale of books and pamphlets.
- Obtains from the Al-Anon AA Area Assembly Committee Treasurer a float of small change.
- After the AA Area Assembly lists all unsold literature and returns it to the Area Committee.



- Gives all monies from the sale of literature to the Al-Anon AA Area Assembly Committee Treasurer.
- May provide a supply of CAL to give away.
- Displays Al-Anon banners and copies of CAL in the meeting room.

### **Al-Anon AA Area Assembly Committee Hospitality Officer:**

- If possible arranges (in proximity to the AA registration desk) a separate Al-Anon/Alateen registration desk which may also serve as an information desk for Al-Anon/Alateen.
- If customary identification badges are not supplied by AA they may be furnished by the hospitality committee. A self-adhesive logo (the symbol of our Al-Anon fellowship) may be affixed to badges for easy Al-Anon identification. Blue logo stickers are used for Al-Anon and red for Alateen (these are available from NZAGSO).
- Ensure that any complaints or suggestions and any announcements to be made are referred to the Assembly Committee Chairperson and **NOT** to AA or to the venue's staff.

### **Al-Anon AA Area Assembly Committee Fundraising Officer**

To avoid commercialism in the fellowship, ensure that what is done relates in some way to our spiritual principles. Items, such as Al-Anon/Alateen books, subscriptions to *The NZ Al-Anon Messenger* or *The Forum* or the donated crafts of individual members may be raffled or sold. To comply with Tradition Seven these should be within the Al-Anon meeting area and not in the public area.

### **Helpful Hints**

- Provide distinct identification for Al-Anon AA Area Assembly Committee members (e.g. a ribbon or a badge).
- Bring a package of useful items such as bell, pens, sticky tape, scissors, blue tack and containers for collections.

### **Proceeds of the AA Area Assembly**

Proceeds from AA Area Assembly offered to Al-Anon as acknowledgment of our participation in these functions and in proportion

to the Al-Anon participation are forwarded to the Al-Anon Area Committee.

### **Chairing Meetings at AA Conventions/Assemblies**

- Before the meeting arrange opening and closing speakers and request that they sit so that they have easy access to the podium.
- The opening speaker should be known to the Chairperson and have a positive, enthusiastic Al-Anon message to set the tone of the meeting.
- The closing speaker, like the first, should be known to the Chairperson and be able to round off the meeting with a positive Al-Anon message.
- Open and close all meetings on time - irrespective of comings and goings.
- Begin all meetings with the Serenity Prayer followed by the Preamble.
- Announce the theme/topic of the meeting after reading the Preamble and request that sharings focus on the topic.
- Request that speakers confine sharings to five to seven minutes with the exception of the opening and closing speakers invited by the chairperson who may speak for eight to ten minutes.
- Other speakers can also be invited in advance or during the meeting.
- Try to have a fair ratio of male/female speakers.
- Try to leave space to invite any overseas visitors to share.
- The Chairperson will be supplied with a clipboard to record the names of speakers from each meeting, a guideline for chairing meetings, and a list of known overseas visitors.
- Speakers should be timed, shown a yellow card at five minutes and shown a red card at seven minutes indicating the close of their sharing. If a speaker ignores the red card then firmer action might

need to be taken at the discretion of the Chairperson – remembering that the Chairperson is in control of the meeting not the speaker.

- The Chairperson is not a "guest speaker". Comments if any from the Chairperson between sharings should be brief.
- Close with the Serenity Prayer and the Declaration.

## **MEMBERS INTERESTED IN SPEAKING**

When you are asked to speak for the first time you may experience a momentary sinking feeling in the pit of your stomach, wobbly knees, clammy hands and an overall sensation of terror. After these perfectly normal reactions pass you have heard yourself saying "Yes" when you really meant "No" and you will find that a wonderfully enlightening adventure is in store for you. With a little encouragement and a reliance on a Higher Power everyone can speak. The only ingredient needed is the willingness to try. Members report that speaking before a group adds another dimension of growth to their Al-Anon experience. It's an opportunity to discover a new side of yourself, one you may not have realised existed.

### **When Asked to Speak, Find Out:**

- If the meeting is open to those who are not members of Al-Anon Family Groups, so you can decide in advance how best to direct your talk.
- How long you will be expected to talk.
- If you will be expected to participate in a question-and-answer or open discussion session after your talk is concluded.
- If you are expected to tell your personal recovery story or to discuss a particular topic of the programme.
- If you are expected to explain some of Al-Anon/Alateen's history.

### **Plan What To Say**

- Bear in mind that the purpose of your talk is to carry the Al-Anon/Alateen message of recovery by sharing your experience, strength and hope.

- Give a brief description of yourself before you came to Al-Anon, concentrating on *your* behaviour and *not* that of the alcoholic, or others.
- Describe how you have changed your life by using the tools of Al-Anon.
- Share on a particular Step, slogan, Al-Anon or Alateen book or pamphlet that was especially helpful.
- Tell what Al-Anon means to you. Focus on your recovery. Share how you are applying the Al-Anon programme to your life and attitudes.
- If asked to lead a closed meeting on a particular subject such as a Step, a slogan or a topic from any of the hardcover books, it helps to express your views on the topic as it relates to your own experience.
- If you are asked to choose a subject, the section **Suggested Programmes for Al-Anon/Alateen Meetings** (page [53](#)) will be helpful.
- It helps for Alateen speakers at Al-Anon groups to stress the need for and the role for Alateen sponsors.

### **Tips on Talking in General**

- Some members find that preparing a brief outline helps.
- Others use an index card with an opening sentence, some key phrases they can call upon in case they get lost somewhere in the middle, and a closing statement for a graceful conclusion.
- If facing an audience is a problem, try using the technique of looking at a few individuals in different parts of the room.
- Speak so you can be heard.

### **Speaking Before a Non Al-Anon Audience:**

- Make it clear that you are expressing your own views and not necessarily those of Al-Anon and Alateen as a whole.
- Keep in mind the public image of Al-Anon is gained in part from your appearance. Try to give a good account of what Al-Anon and

Alateen are, what they do, and the services they offer to the community.

- Remember to mention Alateen.
- Preserve anonymity by protecting the identity of all Al-Anon, Alateen and AA members.
- Tell the inviting organisation and the press that only first names should be used in public and from the platform.
- Emphasise the importance of attending Al-Anon and Alateen meetings regularly.

### **Keep in Mind**

- You are interesting - so be yourself and speak from the heart; don't be afraid to let others know you.
- You have an important message. Al-Anon Family Groups has brought you some peace of mind; let everyone know it.
- If your talk helps just one person, it has been successful. Remember, wherever you go, most people are friendly and receptive.
- You are there to carry the message that Al-Anon Family Groups offer a new way of life to those suffering because of a loved one's alcoholism.

### **For Members With Other Affiliations**

- There are no separate suggestions for Al-Anon and Alateen members who belong to other anonymous groups (e.g. Alcoholics Anonymous, Overeaters Anonymous) or who are professionals in the alcoholism field.
- When you speak as an Al-Anon member, whether before a fellowship or professional audience, keep the focus of your talk on:
  - Al-Anon.
  - Yourself.
  - Your interpretation of the Twelve Steps.

- It is confusing both to potential Al-Anon or Alateen members and professionals to hear our message diluted by referring to other programmes.

### **Share Joyfully**

- Describe the effect Al-Anon or Alateen has had on your life. Concentrate on your growth and not that of the alcoholic or others.
- Take some Conference Approved Literature (CAL) along for reference and perhaps some extra to hand out.
- Take the time to talk to potential newcomers on a one-to-one basis. Be sure to have names and phone numbers for referrals.

For further ideas and suggestion on speaking, see our hardcover books, which are listed in the *NZ Al-Anon Literature Order Form* available from [the NZAFG website](#) or from NZAGSO.

### **KNOWLEDGE BASED DECISION MAKING (KBDM)**

KBDM is a decision making process which was brought back from WSO and WSC and adopted by NZAGSB. The process has proved to be very useful to assist decision making on a fully informed basis and to provide a means for our spiritual principles to guide decisions.

The key word is “informed”. All concerns and questions are brought to the floor before any motion is made, everyone has access to all of the available information, personalities are taken out of any eventual decision and there cannot be manipulation of the process or persuasion by any one person’s opinion. We get clarity on the issue and decide what is best for the Al-Anon Family Groups as a whole. We build a culture of trust and open communication.

All NZAFG committees, assemblies and groups are encouraged to adopt the KBDM process when considering issues of policy.

The process involves introduction by someone familiar with the topic, gathering of information, asking of questions and conversations before any solution is crafted. The process involves availability and exchange of information where everyone has equal access to that information whether printed or otherwise. The issue is then explored using the five KBDM

questions (below) as a guide and a KBDM paper (or framing paper) is prepared to summarise the information obtained.

The paper outlines the researched background and history of the topic to help bring clarity, provide focus and put the discussion into perspective. Background information can be obtained from service materials including *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)*, *New Zealand Al-Anon/Alateen Service Handbook (PN-27)*, Conference Summaries, CAL, archives, staff and volunteers, meeting minutes and letters.

The paper outlines what the topic is about, why the discussion is taking place, why it is taking place at this time and how the topic is relevant to the group. Describing what is pertinent to and closely connected to the topic provides clarity. The paper describes the circumstances that form the setting for the topic, the frame of reference for the topic and what is happening now or has happened that makes the discussion currently important.

The paper should provide sufficient information so there can be a good fully informed discussion and should not draw any conclusions but set the background so that a conclusion can come out of the discussion.

The paper is made available to everyone who is involved well before any discussion takes place.

The information is then discussed with everyone entitled to offer opinions based on the information already exchanged and based on their own experience, strength and hope and everyone is entitled to ask additional questions which might require research or deliberation.

The discussion is then summarised and everyone invited to confirm that all of the questions needed for clarity have been asked and answered, that all opinions including positive, negative and minority opinions have been heard, everyone thoroughly understands the topic and the issues and everyone believes that an informed group conscience has taken place. If no further research or discussion is required a decision may be made whether by way of suggestion or motion and whether by way of informal show of hands or by way of formal ballot after a formal motion has been moved and seconded.

After our best efforts to answer the five KBDM questions and listening

with open minds and hearts, we trust each other and our Higher Power and make a decision. Once a decision is made, the entire group supports the decision.

### **Five KBDM Questions**

The questions can provide a basis for discussion, can provide common information so everyone can be on the same page and can be added to by everyone.

- 1. What do we know about our members' (and prospective members') needs, wants and preferences relevant to this issue?**

*(What is the background and history of the topic? Why has the topic come up? What are the concerns or unmet needs? How important is it? Is it what our current members want? How will it affect newcomers? What purpose would this serve? Is it necessary? Is it helpful?)*

- 2. What do we know about our resources and our vision for our fellowship that are relevant to this issue?**

*(What are our resources? Can we afford it? Do we have enough volunteers to make it happen? Do we have access to any necessary skills? Do we have any background information in our archives that can help us answer this question?)*

- 3. What do we know about our “culture” and “environment” that is relevant to this discussion? Will our decision be consistent with our principles, policies, and legacies (the Twelve Steps, Traditions, and Concepts)? What are the implications of our choices? What are all of the pros and cons?**

*(How would this affect our meeting? How would this affect our fellowship? Newcomers? Al-Anon (and AA) as a whole? Does our Service Manual provide any guidance about this issue? What are the Pros and Cons of the possible choice(s)? What might be the advantages and disadvantages of any change?*

- 4. What are the ethical implications of our choices? Would we be practicing our “principles in all our affairs”?**

*(Is our decision legal? Will our decision help us fulfil our primary*



*purpose? Will our decision be consistent with our spiritual principles in the Legacies? If we decide to take an action, will it be the “right” thing to do?)*

## **5. What do we wish we knew, but don’t?**

*(What information is missing that would be relevant to the discussion? Might our decision have unintended consequences? Do we need to do some additional work or research to help us make a sound decision? Do we need to delay the decision until we have the extra information?)*

## **GENERAL INFORMATION FOR AL-ANON/ALATEEN GROUPS**

The keystone of the Al-Anon structure is the membership. The basic unit is the Al-Anon or Alateen group, which may consist of any two or more individuals coming together for mutual help. Generally, Al-Anon/Alateen meetings are closed. Closed meetings are limited to members and prospective members.

The organisation of a group should be kept simple. Even a small group, however, needs a Group Chairperson and a Group Secretary, the latter often acts as Group Treasurer until the group is large enough to elect one. While the group is small, the Group Chairperson may also act as Programme Chairperson. Some groups have someone responsible for refreshments.

Except for the GR, who is elected for three years, all other officers are usually elected for a term of six months to a year. Rotation gives all members the privilege of serving. Officers [are but trusted servants - they do not govern](#) (Tradition 2).

### **Group Problems**

Any Group or service arm that fails to resolve its disputes or misunderstandings by application of the Traditions and Concepts of Service should seek guidance from its Area assembly. If further guidance is needed the Area Delegate may refer the problem to NZASC if necessary. The matter may also be referred to NZAGSO who can only offer suggestions by relating the shared experiences of other groups or by providing the appropriate references in existing service material. See also

*Group Problems and Solutions in Al-Anon and Alateen Groups at Work 2018-2021 (P-24) or in Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27) (page 52).*

## **Groups Ceasing to Host Meetings**

A group which ceases to host any meeting closes. Groups do not “go into recess”. Such a group should advise in writing both the Area and NZAGSO of the fact that it has closed. Groups which close may subsequently reopen and should then advise in writing both the Area and NZAGSO of the fact that it has reopened. Although the group is autonomous it is suggested that group resources be delivered to the Area for the benefit of any new group which might open.

## **Group Officers**

### **Group Chairperson**

Plans and opens the meeting using the suggested format, invites members to take part in the discussion.

### **Group Secretary**

In smaller groups this position may be combined with Group Treasurer. It is suggested that the term of office rotates on a 6 to 12 monthly basis. This gives all members the privilege of serving.

The Group Secretary:

- Handles group correspondence.
- Notifies NZAGSO of the postal and email address for the group, contact phone number/s, meeting place, day, time and number of members.
- Notifies NZAGSO the name and postal and email address of the GR and any change.
- May keep an up-to-date list of members, their postal and email addresses and phone numbers.
- Makes necessary Al-Anon/Alateen related announcements at meetings.

- Arranges for chairperson and host for each meeting.
- At the end of the term, turns over to the incoming Group Secretary, *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)*, the *New Zealand Al-Anon/Alateen Service Handbook (PN-27)*, and the group's literature and membership lists.
- If there is no Literature Officer:
  - Gives all newcomers some basic Al-Anon literature.
  - Orders CAL in sufficient quantities to supply the group's needs and for Public Outreach distribution.

### **Group Treasurer:**

- Acts as collector, custodian and distributor of funds. Groups are encouraged to have a budget that includes regular contributions to Area and NZAGSO.
- Passes the collection basket at group meetings.
- Asks another member to help count and record collection.
- Is primarily responsible to ensure:
  - That the group's bank account (if the group has one) is at all times operated as decided by the group conscience.
  - That full access to the account is at all times available to at least one other group member appointed by the group conscience.
- Keeps a record of receipts and payments.
- Submits a financial statement to the group at regular intervals.
- Pays the group's expenses which may include:
  - Rent for meeting place.
  - Group literature and postage.
  - GR expenses to attend Area assemblies.
  - Contributions to Area.
  - Contributions to NZAGSO.
  - Subscription for *The NZ Al-Anon Messenger* and *The Forum*.
  - Refreshments for the meeting (milk, tea and sugar etc.).

## **Group Representative (GR)**

The GR is a vital link in the continuing function, growth and unity of NZAFG and the worldwide fellowship of Al-Anon Family Groups.

### **GR Requirements**

Any Al-Anon or Alateen member who is willing to represent the group at Area Assemblies, and who is not also a member of AA, is eligible to serve as GR. A GR should have a basic knowledge of Al-Anon and Alateen Traditions and the Concepts of Service.

### **As a GR**

The GR is the first link in the chain that leads to our NZASC. The GRs elect a new Area Delegate to NZASC at the Area Assembly from among the GRs and/or eligible members once every three years.

### **GR Expenses**

GRs claim expenses from their groups when attending Area Assemblies.

### **Benefits of becoming a GR**

Members who wish to gain self-confidence, spiritual growth and improved self-esteem are encouraged to make themselves available to serve. Service activity connects GRs with people who have experienced recovery at another level. New GRs' fears will diminish, they will reap the benefits of giving to others and they will learn that by placing our common welfare first they will receive much more than they give.

The GR is elected by the group for a three year term to act as a continuous contact between the group and the Area. GR duties can be shared with the Alternate GR. A GR who misses two consecutive Area Assemblies should be replaced after the second missed meeting for the remainder of the term but can be re-elected later for another term.

### **GR Duties:**

- Attends all Area Assemblies (if unable to attend the GR can be represented by the Alternate GR with the GR's power to vote).
- Encourages other members to attend Area Assemblies.
- Votes at Area Assemblies on any matter requiring a vote.

- Informs the group of the outcome of Area Assemblies.
- Contacts the Area Delegate about any group problems or difficulties.
- Is familiar with CAL, this *New Zealand Al-Anon/Alateen Service Handbook (PN-27)*, *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)*, and the pamphlet *The Seventh Tradition (SN-21)*.
- May initiate Public Outreach activities in the immediate community and notifies the Area Public Outreach Coordinator.
- Stresses the importance of displaying and using only CAL at Al-Anon meetings.
- Encourages members to have a regular copy of *The NZ Al-Anon Messenger* and *The Forum* and to contribute material to both publications.
- When the annual Conference Summary becomes available on the NZAFG website reviews it with the Area Delegate and brings points of interest to the group's notice.

### **Tips on Reporting Back to the Group:**

- Take notes at Area Assemblies.
- Request the group to give you time to present a report.
- Be brief, be enthusiastic, and focus on the group's needs.

### **Dates to Remember:**

- Group Business meetings.
- Area Assemblies.
- NZASC.

### **Need-To-Know Information**

You will need to know the location, email address, postal address and phone numbers of NZAGSO and the names, email and postal addresses and phone numbers of the Area Delegate, Area Chairperson, Area Secretary, Area Treasurer and (where applicable) Area contacts - i.e. Area coordinators of Alateen, public outreach, archives, literature, group

records, CPC and institutions.

### **Reminders:**

- The GR is not “in charge” of the group and is not alone. Tradition Two tells us “*Our leaders are but trusted servants - they do not govern*” but they do lead by example.
- The group may ask you to chair a monthly business meeting. Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well.

### **Alternate GR**

If a group also has an Alternate GR, the GR’s duties may be shared.

### **Public Outreach Coordinator:**

PO is Step 12 in action - ‘Carrying the message’ to those in need. PO informs the general public through the media, professionals, facilities, and organisations about who we are, what we do, and how to get in touch with us. Our goal is to attract to our program those whose lives are or have been affected by someone else’s drinking, so that those who need our program can find the help and hope we offer. We also strive for name recognition and credibility as a community resource.

- Initiates and implements Public Outreach projects and encourages participation from group members.
- As a guide for projects and activities uses *The Best of Public Outreach* (available as a free download from [the NZAFG website](#) or the [WSO website](#)).
- Keeps group members informed of all Public Outreach activities.
- Is familiar and up-to-date with the NZ PO tools (found on the NZAFG website ) and uses those tools where possible.
- Encourages members to always use our full name “Al-Anon Family Groups” in the public arena.
- Maintains communication with the Area Public Outreach Coordinator.

### **Literature Officer:**

- Gives all newcomers some basic Al-Anon literature.
- Orders CAL in sufficient quantities to supply the group's needs and for Public Outreach distribution.

### **Dual Membership**

A dual member is an Al-Anon/Alateen member who is also a member of AA. A dual member is eligible to hold office within the Al-Anon or Alateen group, and may serve as an AMIAS sponsor or speaker provided the emphasis at all times is placed on the Al-Anon program. Anonymity regarding disclosing membership in other programs should be maintained in all Alateen meetings and all Al-Anon meetings. A dual member is not eligible to serve as GR or for other service position beyond the group.

See also *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)* (pages 86-87).

### **Alateen**

Alateen is an integral part of Al-Anon using the same meeting format.

Each Area implements and maintains the National Alateen Minimum Safety and Behavioural Requirements and any additional Area Alateen Minimum Safety and Behavioural Requirements.

Alateen meetings (including at any convention, gathering or event with Alateen participation) must always and at all times comply with the National Alateen Minimum Safety and Behavioural Requirements and with any applicable Area Alateen Minimum Safety and Behavioural Requirements.

If any AMIAS, Alateen group, convention, gathering or event with Alateen participation is not adhering to the Alateen Minimum Safety and Behavioural Requirements, they will be unable to use the Al-Anon or Alateen name and if an AMIAS will be prohibited from Alateen service.

### **National Alateen Minimum Safety And Behavioural Requirements:**

- No Al-Anon member may be involved in any Alateen service unless currently approved as an AMIAS.

- Alateen meetings must have two group sponsors in attendance at all times.
- Each Alateen group sponsor must be a currently approved AMIAS and an active Al-Anon member.
- Each AMIAS must at all times comply with these National Alateen Minimum Safety and Behavioural Requirements and any Area Alateen Minimum Safety and Behavioural Requirements.
- Alateens should be encouraged to accept individual responsibility for their own actions and to be aware that through their actions they set an example for Alateen as a whole.
- Alateens should be encouraged to keep reasonably good order among themselves and to establish their own group meeting behavioural requirements.
- Roughhousing, fighting and the use of alcohol or drugs on the Alateen meeting premises must be prohibited.
- Inappropriate behaviour should be discouraged - including bullying, emotional abuse, physical threats, overt or covert sexual conduct and rough play.

## **AMIAS**

An AMIAS must:

- Never have been charged with child abuse or demonstrated any emotional problems which could result in harm to the Alateens.
- Be an Al-Anon member regularly attending Al-Anon meetings.
- Be at least 21 years old.
- Have regularly attended Al-Anon meetings for at least two years in addition to any time spent in Alateen.
- Complete the AMIAS Profile form, go through the approval process and undergo a Police check.
- Have at least a 2/3-majority support of their home group.



- Be approved by the Area.
- Have approval renewed annually. Approval lapses if not renewed within 12 months. Police Check is not required for annual renewal of an approval which has not lapsed.

An AMIAS may:

- Act as an Alateen group sponsor.
- Whether or not acting as an Alateen group sponsor, provide support for Alateen groups, help organise and facilitate Alateen service activities and assist Alateen group sponsors to maintain order.
- Transport Alateens to Alateen meetings, Area Assemblies and other programme functions provided the AMIAS has received the express consent (preferably in writing) of each such Alateen's parent directly from the parent concerned.
- Sponsor an Alateen transitioning into Al-Anon.

An AMIAS should:

- Be careful about giving any advice because Alateens often have other problems (it is helpful, however, to know where there are community resources available).
- Avoid relying on personal opinions when asked questions about Al-Anon and Alateen policy but where possible quote from Conference Approved Literature (CAL) especially from the current New Zealand Al-Anon – Alateen Service Handbook or the current Al-Anon/Alateen Service Manual.
- Always remember that anonymity is an important principle of the Al-Anon/Alateen programme, that everything that is said in the group meeting and member-to-member must be held in confidence, that what is said in Alateen meetings is confidential and that an AMIAS is not free to repeat what the AMIAS hears, whether in a meeting or on a one-to-one basis.
- Remember that if the AMIAS feels compelled by a legal or moral responsibility to report a case of suspected child abuse to the authorities then it is suggested that the intention first be discussed

with the child so that confidence and trust in the AMIAS and the Alateen programme are maintained. It is then important for the AMIAS to review the Traditions and discuss the situation with other AMIAS, Area Alateen Coordinator, or Area Delegate for guidance and personal support. In an effort to keep the Alateen name from public controversy, any reporting is done on a personal basis rather than as an AMIAS or Alateen group sponsor.

### **Alateen Group Sponsors:**

- Al-Anon Members Involved in Alateen Service (AMIAS) serve as the group's sponsors to provide guidance on the Al-Anon/Alateen interpretation of the programme, to offer a broader perspective of the Al-Anon programme and to increase the safety of the Alateens.
- Since our programme is one of mutual support, the meetings are conducted by the Alateens themselves. Alateen Group Sponsors are encouraged to have a back-up meeting planned.
- Alateen Group Sponsors need an "Al-Anon Programme" to share. Because many Alateens come from homes where confusion reigns they need Sponsors whose lives have become stabilised, who have put Al-Anon to work in their own lives and who have a measure of serenity. Regular attendance at the Alateen group sponsor's own home Al-Anon group is essential.
- Alateen Group Sponsors need patience and the ability to listen to the Alateens.
- Alateen Group Sponsors are not in Alateen meetings to offer solutions to the Alateen's problems - but Alateens do want and need an impartial ear and need to know that their confidentiality will be respected in all circumstances.
- Alateen Group Sponsors provide guidance in establishing the Alateen group's structure and functions, locating a meeting place, election of officers, planning the meetings, administration of funds, selecting and ordering literature, sending out notices and keeping in touch with the NZAGSO. Alateens should be encouraged to assume these responsibilities as soon as possible and to conduct their own meetings.

- Alateen Group Sponsors encourage the Alateens to place emphasis on the Al-Anon programme of recovery.
- It is a good idea for Alateen Group Sponsors and Alateens to prepare behaviour guidelines. These should be flexible and general in tone, but specific enough to inform members what is and what is not acceptable behaviour during the group meeting.
- Alateen Group Sponsors encourage the use of only CAL in all Alateen meetings
- It is within the autonomy of the Alateen group to close with whatever prayer the group feels is appropriate. Caution should be used in Alateen meetings in schools since the school administration could misinterpret closing with a prayer to mean that Alateen is a religious programme.
- Alateen Group Sponsors should encourage the Alateens to get involved in service, especially at the Area Assembly level.
- Alateen Group Sponsors need to make a commitment because instability and confusion have become a way of life for most Alateens and they need to know that there will be a meeting every week and that their sponsors will be there. Ideally, the sponsors will have time before the meeting to greet each Alateen by name and to welcome newcomers and after the meeting to listen if needed. If a sponsor finds it necessary to miss a meeting, the Alateens should know in advance who will be there.
- Alateen Group Sponsors are encouraged to have regular contact with other Alateen group sponsors, providing opportunities to learn from others who have had similar experiences. Sponsors meetings and workshops can be arranged from time to time at Area level. Sponsors need each other's support.

### **A Parent of an Alateen:**

- A parent of an Alateen can provide and encourage service opportunities for their child in Alateen.
- A parent of an Alateen is not prohibited from being approved as an AMIAS or from acting as an Alateen group sponsor but is

encouraged where practicable to avoid acting as an Alateen group sponsor when the parent's child is in the Alateen meeting. Experience shows that Alateens tend to talk less freely in front of their parent/s.

[Ctrl+Click to access the AMIAS-profile-form \(save before editing\)](#)

[Ctrl+Click to access the AMIAS-police-request-and-consent-form \(save before editing\)](#)

## **Starting an Alateen Group**

Starting an Alateen group is a spiritual undertaking. It takes time, commitment, the support of one or more Al-Anon groups, and patience. Before the first meeting contact your Area Alateen Coordinator or Area Delegate for information on your Area's Alateen Safety and Behavioural Requirements and your Area process for distribution and submission of Alateen forms. Your Group Representative can provide the contact information for these trusted servants or contact NZAGSO.

Professionals, school personnel, AA members, or the teenagers themselves can *initiate the formation* of an Alateen group but at least two AMIAS are needed in order to register an Alateen group with NZAGSO. Al-Anon groups that are firmly established may want to help the younger members of Al-Anon by starting an Alateen group.

## **To Start an Alateen Group:**

- Contact one or more Al-Anon groups for support of the Alateen group. Experience has shown that Alateen groups which meet at the same time and place as an Al-Anon or AA group are more successful, safer, and the Alateens have fewer transportation problems. Al-Anon groups can also support the Alateen group by providing AMIAS for Alateen group sponsors, and if needed, instant or temporary Alateen group sponsors.
- Decide on a location to hold the meeting (such as a school, recreation centre, hospital, religious facility, or other public place) and a day and time.
- Contact your Area Alateen Coordinator/Area Delegate for information on obtaining the Alateen Group Registration/Change

form, the AMIAS Profile form, and any additional Area form(s). All service positions listed on the form (Current Mailing Address [CMA], contacts, and Alateen group sponsors) must be currently approved as AMIAS in the Area in which they serve. Make sure the group's contact numbers are of active Alateen members or the group sponsors.

- Select an appropriate name for the group. The name should be informative and inviting to newcomers. Most groups use a name that is either descriptive of its location, time or day of meeting, meeting purpose, or a program phrase, plus the word "Alateen." A group's name should not imply affiliation with any other twelve step group, self-help group, commercial venture, religious group, or other outside enterprise. All Alateen groups, including those that lower the age limit, are registered as "Alateen". Examples of Alateen group names are "Friday Night Alateen", "Be Excited About Recovery Alateen", "Courage To Be Me Alateen" and "Woodland Hills Alateen".
- Complete the Alateen group registration process BEFORE the first meeting.
- Contact your Area Alateen Coordinator/Area Delegate regarding Alateen group sponsor training.
- Follow your Area Alateen process for being included in the Area directory and websites.
- Attract new Alateen members by asking Al-Anon and AA groups to announce your meeting and to bring their children (it helps if the Alateen group has a flyer with the name, location, day and time of the meeting, and an Alateen group sponsor's first name and number as a contact for information).
- Attract new Alateen members by announcing the meeting at the Area Assembly.
- Ask the Area Public Outreach Coordinator for assistance in attracting new Alateen members.
- List the meeting in the local paper (many papers list the meetings for free in the local events column).

- Provide information about the meeting to local schools (if necessary ask for help from an Al-Anon group to contact the school's special assistance counsellors).
- Remember that Alateen behaviour at meetings, conventions, assemblies and event can attract or turn away potential Alateen members or their families.

### **Starting an Alateen Meetings in a School**

School meetings may be the only way to reach young people who are affected by the drinking of a loved one. It offers another way to be friendly with our friends - professionals in the field of education.

One way to inform school personnel about Al-Anon and Alateen is to hold a meeting on wheels. Information about Al-Anon and Alateen can be presented at faculty workshops, school assemblies, in individual health, sociology, psychology or religion classes or in articles in the school newspaper.

If a question/answer session is included it might be desirable to reserve a portion for questions from the students and ask teachers and parents to leave during that period to assure confidentiality.

Explain that young people are eligible to attend Alateen if they feel that their lives are or have been affected by someone else's drinking even if any such drinker is no longer drinking or no longer living with them.

Explain that young people are not excluded from Alateen if they have their own addictions and/or criminal records but it is important to remember that Alateen deals with the effects of someone else's drinking and is not a programme for young people seeking their own sobriety.

Getting started:

- Engage willing and able Al-Anon members and/or Alateens who want to participate.
- Seek guidance and suggestions from Area Alateen Coordinator.
- Contact school personnel (counselor, teacher, principal, nurse) who can begin the process of forming a group. Present Alateen literature during initial contact.

- Have active AMIAS serve as Alateen sponsors. Two sponsors are required.
- Ask the school to designate up to two people to serve as liaison with the Alateen sponsors – the liaison people must be able to be counted on to ensure the anonymity of the students attending the Alateen meetings.
- Explain our Traditions to the school personnel so the group can function within their school guidelines and still remain autonomous.
- The Alateen meeting room should be physically situated so that it will protect the students' anonymity.
- Meetings may be scheduled after classroom activities cease (could be open to Alateens from inside or outside of the school).
- Meetings may be scheduled during the school lunch break – although students might be more readily available during this period time limits might impose a hardship.
- Meeting times scheduled during regular class times might be rotated weekly to avoid students missing the same class each week. Students will need to follow school procedures regarding permission to attend meetings. Counsellors may require an attendance sheet following each meeting in order to validate absences from regular class. This type of meeting requires greater cooperation with the school personnel.
- Plan ahead for school holiday periods. Find out in advance whether the meeting can continue at the school during school holiday periods.
- Sponsors should encourage the students to attend Alateen meetings outside of the school (where available).
- Sponsors should encourage the students to get involved in service, especially at the Area Assembly level.
- School personnel who are Al-Anon members approved as AMIAS may become sponsors of Alateen groups (whether in their school or otherwise).

## **School Regulations**

Some schools have a school nurse, teacher or counsellor in an adjoining room during the meeting time.

Some schools require that a counsellor or other staff member sit in the meeting. In such cases, the meeting can be considered open only to required personnel in a limited access setting. School staff are often required to report certain types of abuse to the appropriate authority. Students should be made aware of such policies to enable them to make the choice to limit specific details of certain problems and to only share feelings.

Alateen Group Sponsors provide the school's guidance office (or other appropriate school authority) with the names and phone numbers of the sponsors and the Area Alateen Coordinator (or other Area Committee member responsible for Alateen in the Area).

## **Self Support**

While Alateen groups may need to accept help from a neighbouring Al-Anon group in order to get started, the goal should be one of self support.

Money can be collected by passing the basket.

Where a meeting is held in a school inform the school administration about Tradition Seven and the need for the Alateen group to pay rent. If money is not accepted by the school then Alateen/Al-Anon literature can be donated to the library, teachers or school counsellors on a regular basis.

## **What Types of Alateen Meetings Are There?**

- Closed meetings. All Alateen meetings are closed meetings. Only Alateens and the Alateen group sponsors or other currently approved AMIAS may attend although designated Area trusted servants may occasionally attend the meeting as a resource to the group in accordance with the Area's Alateen requirements and process. Alateen groups may also have an annual Open meeting to celebrate the group's anniversary or for outreach purposes.
- Limited Access meetings. These meet in locations where general membership may not be able to attend (such as a school or



institution). Group sponsors in limited access groups must be approved as AMIAS through their Area Alateen process.

## **Suggested Programmes for Al-Anon/Alateen Meetings**

### **Types of Meeting**

**Study of Al-Anon's Twelve Steps** – It is suggested that one of the Steps be covered in at least one meeting per month. The chairperson or meeting leader reads the Step and provides an explanation followed by discussion.

**Study of Al-Anon's Twelve Traditions** – The group studies one or more of the Traditions keeping in mind their value in maintaining unity and growth of worldwide Al-Anon as well as of the group itself. Applying them to family relationships may offer new insight.

**Study of Al-Anon's Twelve Concepts and Warranties** – A better understanding of Al-Anon as a worldwide fellowship can be obtained by a study of the Twelve Concepts of Service and the General Warranties as outlined in Concept Twelve. Discussion of applying them to your personal life may also be stimulating.

**Slogans** – One or more of the slogans and their value in daily living may serve as the basis of discussion. The chairperson or meeting leader chooses a slogan and asks several members to explain how they apply it in their lives. Another variation is to have a member pick a slogan out of a hat and explain how the slogan could be used to solve a specific problem.

**Sharing Personal Stories** – One or more members are asked in advance to speak at the meeting and tell how they came to believe the Al-Anon programme could help them make a new way of life.

**Discussion Meeting** – The chairperson or meeting leader presents a topic to help members share the principles of the programme and discuss the subject as it applies to them.

**Panel Discussion** – Members are invited to write questions (anonymously or not) which are then answered by two or three members selected by the chairperson or meeting leader. Another variation is to have questions answered by the group with the chairperson or meeting leader limiting each person to one or two minutes so as to allow as many members as possible to speak.

**Exchange Meeting** – An individual or team of speakers from another Al-Anon/Alateen group may exchange speakers with your group.

**Open Meeting** – The function and usefulness of Al-Anon/Alateen can be explained to a wider audience if an open meeting is planned at which members, friends, AA members, students and professionals are welcome. A meeting held to celebrate a special occasion is usually open. Refer to WSO guideline <https://al-anon.org/pdf/G27.pdf> for assistance.

**Outside Speakers Meeting** – An occasional talk by an AA member or a meeting comprised of a husband, wife and child team (Al-Anon, Alateen and AA) often presents insights into the disease of alcoholism. Members of the clergy, doctors, social workers or other professionals in the field of alcoholism are another option. Care should be taken to select speakers familiar with the Al-Anon/Alateen programme in order to avoid diverting the focus from our own recovery to that of the alcoholic or from the Al-Anon programme to that of the treatment philosophy.

**Special Interest Meeting/Group** – Groups may be formed, or meetings held, intended to focus primarily on a particular aspect of Al-Anon recovery but provided always that there is no breach of our Tradition Three. Such groups should “have no other affiliation” and “the only requirement for membership is that there be a problem of alcoholism in a relative or friend”. Such groups or meetings may focus primarily on the issues of men, women, adult children or grandchildren of alcoholics, spouses of alcoholics, parents of alcoholics, grandparents of alcoholics, LGBT+ and indigenous provided that any persons with a problem of alcoholism in a relative or friend cannot be excluded from any such groups or meetings whether or not they share the primary focus.

**Beginners’ Meeting** – An introductory meeting may be held 30-45 minutes before the regular meeting to acquaint newcomers with the Al-Anon programme. It also gives newcomers a chance to share specific concerns so that the regular meeting can be focused on a topic promoting growth and recovery. Those who wish to start a Beginners’ Meeting will find the [WSO Beginners' Meeting \(G-2\) guideline](#) useful.

**Group Inventory Meeting** – This type of meeting can be based on the questionnaire in the **Taking a Group Inventory** section (page [60](#)).

## **Resources for Meetings**

A complete listing of Al-Anon CAL books, pamphlets, and other supplementary material is contained in the *NZ Al-Anon Literature Order Form* available from [the NZAFG website](#) or from NZAGSO. *The Forum* and *The NZ Al-Anon Messenger*, also provide excellent resources for meetings.

### **Possible Topics**

For an endless variety of specific topics useful for good meetings, look in the index found in all Al-Anon and Alateen books. Listed below are a few topics that can be found in CAL and other service materials.

- The Three Obstacles to Success.
- Twelfth Stepping and Sponsorship.
- Carrying the message.
- Acceptance vs submission.
- Tolerance towards others and self.
- Planning the action and not the results.
- Principles vs personalities.
- Serenity and humility.
- Overcoming fears and nameless fears.
- Using the tools of the program to identify and deal with sadness, grief or depression.
- Gratitude.
- Dealing with anger constructively.
- Anger and resentment- What's the difference?
- Is it projecting or planning?
- HOW- honesty, openness and willingness.
- Interdependence vs dependence.
- Attitude - is yours worth catching?
- Making amends.

- Meditation and the Eleventh Step.
- God as I understand him.
- Personal spiritual experience and spiritual awakenings.
- Belief in a higher power.
- Understanding God.

### **Suggested Meeting Format**

While not every group chooses to plan its meeting in this way, many find a general outline helpful.

### **Meeting Chairperson**

Will you join me in a moment of silence, and the Serenity Prayer

*God grant me the serenity  
To accept the things I cannot change  
Courage to change the things I can  
And wisdom to know the difference.*

[Alternative option]

Will you join me in a moment of silence, and the Serenity Prayer in Te Reo Māori

***Te Inoi Mahurutanga***  
*E te Atua tukua mai ki a au  
te mahurutanga ki te whakaae  
ki ngā mea e kore nei e taea e au  
te whakarerekē,  
te kaha ki te whakarerekē i ngā mea  
ka taea e au,  
me te mātauranga e mōhio ai au  
he aha te aha*

## **Suggested Welcome**

We welcome you to the \_\_\_\_\_ Al-Anon Family Group and hope you will find in this fellowship the help and friendship we have been privileged to enjoy.

We who live, or have lived, with the problem of alcoholism understand as perhaps few others can. We too, were lonely and frustrated but in Al-Anon we discover that no situation is really hopeless and that it is possible for us to find contentment, and even happiness, whether the alcoholic is still drinking or not.

We urge you to try our programme. It has helped many of us find solutions that lead to serenity. So much depends on our own attitudes, and as we learn to place our problem in its true perspective, we find it loses its power to dominate our thoughts and our lives.

The family situation is bound to improve as we apply the Al-Anon ideas. Without such spiritual help, living with an alcoholic is too much for most of us. Our thinking becomes distorted by trying to force solutions, and we become irritable and unreasonable without knowing it.

The Al-Anon programme is based on the Twelve Steps (adapted from Alcoholics Anonymous), which we try, little by little, one day at a time, to apply to our lives, along with our slogans and the Serenity Prayer. The loving interchange of help among members and daily reading of Al-Anon literature thus make us ready to receive the priceless gift of serenity.

Anonymity is an important principle of the Al-Anon/Alateen programme. Everything that is said here, in the group meeting and member-to-member, must be held in confidence. Only in this way can we feel free to say what is in our minds and hearts, for this is how we help one another in Al-Anon.

*At this point in the meeting many groups have the chairperson welcome newcomers, explain the meeting format and announce that Al-Anon literature is available. If the group wishes, members of other anonymous fellowships may be asked to remain anonymous and focus on the Al-Anon programme.*

## **Suggested Al-Anon Preamble to the Twelve Steps**

The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics who share their experience, strength and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery.

Al-Anon is not allied with any sect, denomination, political entity, organisation, or institution; does not engage in any controversy; neither endorses nor opposes any cause. There are no dues for membership. Al-Anon is self-supporting through its own voluntary contributions.

Al-Anon has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps, by welcoming and giving comfort to families of alcoholics, and by giving understanding and encouragement to the alcoholic.

## **Suggested Alateen Preamble to the Twelve Steps**

Alateen, part of Al-Anon Family Groups is a fellowship of young people whose lives have been affected by alcoholism in a family member or close friend. We help one another by sharing our experience, strength and hope.

We believe alcoholism is a family disease because it affects all the members emotionally and sometimes physically. Although we cannot change or control our parents, we can detach from their problems while continuing to love them.

We do not discuss religion or become involved with any outside organisations. Our sole topic is the solution of our problems. We are always careful to protect each other's anonymity as well as that of all Al-Anon and AA members.

By applying the Twelve Steps to ourselves, we begin to grow mentally, emotionally, and spiritually. We will always be grateful to Alateen for giving us a wonderful healthy programme to live by and enjoy.

*Many choose to have a member read one, or all, of the Twelve Steps the Twelve Traditions and /or Twelve Concepts of Service.*

**The Twelve Steps** (page [11](#))

**The Twelve Traditions - Al-Anon** (page [13](#))

**The Twelve Traditions - Alateen** (page [14](#))

**The Twelve Concepts of Service** (page [15](#))

### **Group Secretary's Report**

May read appropriate announcements from the mail; other group anniversaries; the biannual appeal for financial support of NZAGSO; matters of interest from NZAGSB newsletter.

### **Group Treasurer's Report**

May report group income and expenditure for literature, Area or NZAGSO and the balance in the group's account.

### **Group Representative (GR)**

A brief presentation on a regular basis keeps the group informed of content from NZ Al-Anon News, *The NZ Al-Anon Messenger* and NZAGSB Newsletter, information received through the Area Delegate and the service structure, matters of interest from *The Forum* and useful links to items in the NZAFG website and the WSO website.

### **The Programme**

Some groups have a Programme Chairperson who presents the topic for group discussion; the Programme Chairperson introduces the speakers or the subject to be considered.

### **Passing the Basket**

At some point during the meeting the meeting chairperson may say "We have no dues or fees, but we do pass the basket to cover expenses". Refer to the pamphlet *The Seventh Tradition (SN-21)*.

*At times a group may find it necessary to hold an expanded business session within the meeting, during which all members participate in discussion and decisions are arrived at by a vote which represents the group conscience i.e. election of group officers, change of meeting format.*

### **Suggested Closing**

In closing, I would like to say that the opinions expressed here were strictly those of the person who gave them. Take what you liked and leave the rest.

The things you heard were spoken in confidence and should be treated as confidential. Keep them within the walls of this room and the confines of your mind.

A few special words to those of you who haven't been with us long: Whatever your problems, there are those among us who have had them, too. If you try to keep an open mind, you will find help. You will come to realise that there is no situation too difficult to be bettered and no unhappiness too great to be lessened.

We aren't perfect. The welcome we give you may not show the warmth we have in our hearts for you. After a while, you'll discover that though you may not like all of us, you'll love us in a very special way - the same way we already love you.

Talk to each other, reason things out with someone else, but let there be no gossip or criticism of one another. Instead, let the understanding, love, and peace of the programme grow in you one day at a time.

Will all who care to, join me in closing with the \_\_\_\_\_ prayer?

*It is suggested that groups close in a manner that is agreeable to the group conscience.*

For meeting ideas, see **Suggested Programmes for Al-Anon/Alateen Meetings** section (page [53](#)).

## **Taking a Group Inventory**

*Taking a periodic group inventory helps to keep your group healthy and invigorated. Members can use the inventory to discuss new service opportunities and address major or minor concerns before the group's unity is disrupted. Listed below are methods for taking a group inventory along with an inventory checklist.*

### **Methods for Taking an Inventory**

Each group is encouraged to develop its own procedure for taking an inventory.

Regardless of the method, experience shows that the group benefits most by allowing time to openly discuss the responses, comments and suggestions.



Most members find that the answers to any questions that arise can be solved by application of the Twelve Traditions as well as by using *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)* and the *New Zealand Al-Anon/Alateen Service Handbook (PN-27)*.

Here are some suggested methods for taking an inventory using the Inventory questions for group discussion:

1. The chairperson reads a question and encourages each member to respond with a “Yes” or a “No” or in a more detailed manner.
2. The chairperson distributes copies of the questions, encourages the members to complete them in writing, collects the completed forms and uses the answers for a group discussion.
3. The chairperson provides a note pad to each member, reads a question, encourages the members to share more than just “Yes” or “No” but to write down their comments, passes a basket to collect the pages then passes the basket again having each individual take out a page randomly and read the answer. (This method usually generates more honesty because of the anonymity.)
4. The chairperson distributes copies of the questions to each member and asks them to fill it out and bring it back the following week then at the next meeting the chairperson reads a question and has the members each read their response.

## **Questions**

### **My View of the Group:**

1. Does everyone in the group have a chance to participate in service to the group?
2. Do we criticise others in the group or gossip about them?
3. Are we forming cliques or being indifferent to any members of the group?
4. Do members of the group pressure the group to accept their ideas - because they have been in the fellowship a long time or for any other reasons?

5. Does the group follow the suggested Al-Anon/Alateen meeting format?
6. Do we make sure newcomers are given a Newcomer Pack, at least one member's telephone number and a schedule of local meetings?
7. Do we let newcomers know what sponsorship is and how to obtain a sponsor?
8. Do we keep our meetings fresh and interesting in order to retain long time members?
9. Does our group undertake service projects on its own or in conjunction with the Area?
10. Do we have a literature display of Conference Approved Literature (CAL)?
11. Do we regularly reorder CAL?
12. Do we have a group lending library?
13. Is our group active and supportive at the Area level?
14. Do we send a Group Representative to Area Assemblies?
15. Do our members attend Area Assemblies to support our Group Representative?
16. Do we send financial contributions to the Area administration as well as the NZ Al-Anon General Service Office?
17. Does the group leave the meeting room in an acceptable manner?

### **My View of Our Weekly Meetings:**

1. Is there a chairperson each week?
2. Are our meetings interesting and helpful?
3. Do we encourage everyone to participate in the discussions by sharing and listening?
4. Do we refrain from giving advice?
5. Do we make good use of CAL, *The NZ Al-Anon Messenger* and *The Forum* for themes and subjects of meetings?

6. Are our meeting topics all Al-Anon related?
7. Do we stick to the subject of the meeting or wander off on tangents?
8. Are we easily diverted from the topic in order to focus on a member's problem?
9. Do we discuss the alcoholic and the alcoholic's shortcomings?

### **My Part as a Member of the Group:**

1. Do I attend meetings regularly?
2. Do I periodically volunteer to chair a meeting?
3. Do I attend business meetings and offer ideas for improvement?
4. Can I accept with good-nature disagreements and differing points of view?
5. Do I volunteer for, or willingly accept, a group office (Group Representative, Alternate Group Representative, Group Treasurer or Group Secretary)?
6. Am I understanding when personal circumstances compel some members to limit their group service?
7. Do I criticise others in the group or gossip about them?
8. Do I make telephone calls to other group members for my personal recovery or to help others, rather than to complain and gossip?
9. Do I welcome new members, talk with them, suggest pieces of Al-Anon/Alateen literature, offer my phone number or the group's telephone list and a local meeting schedule?
10. Do I volunteer to sponsor newcomers?
11. Am I presently sponsoring another member or willing to do so?
12. Do I read Al-Anon/Alateen literature every day, and apply the principals to my daily life?
13. Do I let the group know which pieces of Conference Approved Literature (CAL) are particularly helpful as part of my sharing at meetings?

14. When I share, do I try to keep the focus on Al-Anon principles and my own recovery?
15. When I share, do I try to always come from the “I” perspective, avoiding references to “you” or “we” or “us” or to any person other than me?
16. Do I help out before and after meetings by setting up or putting away tables and chairs, literature and refreshments?
17. Do I interrupt or carry on a conversation while another member is speaking?
18. Do I listen carefully to the speaker, the chairman and other group members?
19. Do I avoid giving advice to members?
20. Do I try to make the fellowship known to others who need help?
21. Do I participate in group service projects?
22. When group problems arise, do I focus on the problem or the solution?
23. Now that I have participated in taking a group inventory, I plan to take the following action(s) .....

## **AL-ANON STRUCTURE IN NEW ZEALAND**

NZ is divided geographically into Areas and regions. There can be any number of Al-Anon and Alateen groups in an Area. There are three regions. See the **Map of New Zealand Areas** (page [3](#)) and the **Chart of Al-Anon Structure in NZ** (page [4](#)).

## **GENERAL INFORMATION FOR AREAS**

An Area is made up of all the groups within its boundaries or in a defined section of NZ. There can be any number of groups in an Area.

Each Area is represented by one Area Delegate at NZASC. Should an Area wish to change its boundaries or representation at NZASC, it must submit a request to NZASC for permission to do so. This is done through the **Conference Committee** (page [98](#)).

The primary function of the Area is to plan for the general improvement of the groups within it, to support and encourage new groups and new lone members and to give guidance in local Public Outreach.

Any Al-Anon or Alateen member is welcome to attend Area Assemblies, and lone members should especially be invited.

Alateen groups should be encouraged to elect a GR and take an active part in the Area.

### **Area Committee**

The role of the Area Committee should be to plan for the general improvement of both the Area Assembly and the groups, and to inform and unify the groups in the Area.

Each Area Committee member should study this *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* together with the Traditions, Concepts and *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)* which they will find should solve any problems they encounter. The Area Committee submits questions that cannot be resolved at the Area level to NZASC through the Area Delegate.

Ideally all Area Committee members will have worked all of the Twelve Steps with a personal sponsor and any Area Committee member who has not done so is strongly encouraged to do so as soon as possible.

All Area Committee members are strongly advised to arrange and actively use service sponsors to assist them in their respective Area Committee roles.

The Area Committee meets whenever the need arises to develop the Area Assembly agenda, to discuss Area affairs, initiate projects and make recommendations to the Area Assembly. It is difficult for an Area to function properly and effectively unless the Area Committee meets regularly and unless all Area Committee members attend all Area Committee meetings and all Area Assemblies and fulfil all of the responsibilities defined for the office. If any Area Committee member misses two consecutive Area Committee meetings or two consecutive Area Assemblies, fails to fulfil the responsibilities defined for the office or resigns from the office then the Area Chairperson may replace that Area Committee member to fill that office temporarily until the next Area

Assembly when an election will be held.

If the Area Committee member to be replaced is the Area Delegate then the Area Delegate is replaced by the Alternate Area Delegate for the remainder of the term and the Area Chairperson may replace the Alternate Area Delegate to fill that office temporarily until the next Area Assembly when an election will be held.

If the Area Committee member to be replaced is the Area Chairperson then the Area Committee may replace the Area Chairperson to fill that office temporarily until the next Area Assembly when an election will be held.

The replaced Area Committee member can be re-elected later should circumstances change.

All Area Committee members, except the Alternate Area Delegate (who may vote for the Area Delegate if the Area Delegate is not present at the Area Committee meeting but not otherwise), may vote at the Area Committee meetings.

When an AA Area Assembly is held in the Area, the Area Committee will be asked by the Area Delegate to take responsibility for Al-Anon/Alateen participation. Refer for details to **Cooperating With Alcoholics Anonymous** (page [20](#)), **Participation In AA Conventions/Assemblies** (page [21](#)), **Participation In AA Conventions - Procedures** (page [21](#)) and **Participation In AA Assemblies – Procedures** (page [26](#)).

### **Area Committee Composition**

The Area Committee consists of the Area Assembly Officers, the Area Delegate, the Alternate Area Delegate (the Alternate Area Delegate has voice but no vote except only that the Alternate Area Delegate may vote for the Area Delegate if the Area Delegate is not present at the Area Committee meeting) and the coordinators of special services. The coordinators of special services include the Area Public Outreach Coordinator, the Area Literature Officer and coordinators of other special services (e.g. Area Archivist, Area Alateen Coordinator and Area Newsletter Editor).

## **Election of Area Assembly Officers and Coordinators**

The Area Committee should be elected from the current serving GRs within the Area, by a system of the Area's own choosing. If no current serving GR is available, a former GR or other experienced member may be elected. See **Motions and Voting Procedure** (page [85](#)). When elected, a member serves a three-year term, and (unless elected as the Area Delegate) continues to represent the group as GR for the rest of the GR term only. Rotation gives all members the privilege of serving. To maintain service experience on the Area Committee the rotation of the Area Committee members should ideally be staggered. Ideally no member should be an Area Committee member for more than two consecutive terms.

If an unexpected vacancy occurs, the Area Chairperson appoints another GR, former GR or other experienced member to fill the office temporarily until the next Area Assembly when an election will be held.

A member finishing a partial term may then be elected for a three-year term from the end of the partial term (to maintain staggered rotation of committee members).

A member who holds an Area Committee position in one Area may not simultaneously hold an Area Committee position in another Area.

### **Area Chairperson:**

- Should have leadership and organisational ability, serving rather than dictating. It is essential to be able to plan an agenda and conduct meetings in an orderly manner. Communication and cooperation with others are key elements of good chairing.
- Calls and conducts all Area Assemblies and Area Committee meetings.
- Asks the Area Secretary to send out notices of all Area Assemblies to all Area Committee members and all voting members (GRs).
- After consulting with the Area Delegate, calls an Assembly soon after the Area Delegate's return from NZASC to hear the report of NZASC proceedings and decisions. The Area Chairperson may also call an Assembly at other times when deemed necessary by the Area Delegate or the Area Committee.

- Calls meetings of the Area Committee, preferably at regular intervals, to discuss Area matters.
- Reports to each Area Assembly any changes to the composition of the Area Committee since the previous Area Assembly and any activities of the Area Committee as a whole since the previous Area Assembly.

### **Area Secretary:**

- Compiles a complete mailing list of all GRs, and Area Committee members and keeps it up to date.
- Sends out all notices of Area Assemblies and Area Committee meetings.
- Attends to all regular secretarial work.
- Takes minutes of all Area Assemblies and Area Committee meetings and records them in a permanent minute book to be passed along to the successor.
- Sends copies of the minutes of Area Committee meetings to all Area Committee members soon after the Area Committee meetings and sends copies of the minutes of Area Assemblies to all GRs, all Area Committee members and NZAGSO soon after the Area Assembly.
- Sends to NZAGSO the names and addresses of the Area Committee.
- Reports to each Area Committee meeting all inwards and outwards Area correspondence since the previous Area Committee meeting and to each Area Assembly all inwards and outwards Area correspondence since the previous Area Assembly.

### **Area Treasurer:**

- Handles all Area Assembly collections and Area funds.
- Prepares a draft Area annual budget including providing regular contributions to NZAGSO and invites the Area Assembly to discuss, approve and adopt that draft budget.
- Regularly reviews the Area annual budget and invites the Area



Assembly to discuss, approve and adopt suggested desirable updates.

- Encourages the groups through the Area Assembly to have each Group Treasurer initiate a group budget and to regularly report on, review and update the group budget.
- When necessary prepares a special appeal letter to be sent to all groups asking them to contribute to the Area treasury to cover Area expenses.
- Before 31 December in each year forwards to NZAGSO the equalised contribution towards the cost of having the Area Delegate attend NZASC.
- Pays all bills for expenditure approved by the Area Committee.
- Is primarily responsible to ensure:
  - That the Area's bank account (if the Area has one) is at all times operated as decided by the Area Committee.
  - That full access to the account is at all times available to at least one other Area Committee member appointed by the Area Committee.
- Issues receipts to GRs for any contribution made on behalf of the group for the Area expenses.
- Presents updated written financial reports to each Area Committee meeting and to each Area Assembly.
- See also **Area Finances** (page [82](#)).

#### **Area Public Outreach Coordinator:**

- Initiates and implements PO projects using *The Best of Public Outreach* (available as a free download from [the NZAFG website](#) or the [WSO website](#)) as a guide and encourages participation from group members.
- Keeps the Area Committee informed of all Public Outreach activities.
- Maintains communication with the Chairperson of the National Public Outreach Selected Committee, the Area Delegate and the Group Public Outreach Coordinators.

- Is familiar with the NZ PO tools (found on the NZAFG website) and uses those tools where possible.
- Encourages members to always use our full name “Al-Anon Family Groups” in the public arena.
- Reports to each Area Assembly on all Area Public Outreach initiatives since the last Area Assembly.

#### **Area Alateen Coordinator:**

- Must be certified as an AMIAS.
- Communicates regularly with every AMIAS in the Area to share information, offer encouragement and support and remind each AMIAS that the Area Alateen Coordinator is available as a resource.
- May facilitate AMIAS meetings at Area events including all certified AMIAS whether or not they are serving as an Alateen group sponsor.
- May develop an Alateen training workshop, train AMIAS to facilitate such workshops and schedule such workshops throughout the Area.
- May suggest a getaway weekend or day long event and invite all certified AMIAS but especially new AMIAS and those considering becoming Alateen group sponsors. Such events might include workshops, sharing time, and fun activities.
- May host AMIAS awareness/training workshops and may collaborate with the Area Alateen Coordinator of another Area to host one.
- May encourage Alateen groups to invite the Area Delegate to visit the group and encourage the Area Delegate to use such visits as an opportunity to invite the Alateens to participate in Area activities.
- Encourages groups to be informed by reading *The NZ Al-Anon Messenger* and *The Forum*, encourages Alateens to submit sharings and acknowledges their sharings.
- Strives to give creative reports at Area Assemblies, to be visible and available as the Area Alateen Coordinator at all Area events and

offers time to answer questions (educating members is an ongoing effort!).

- Particularly acknowledges Alateen GRs who attend Area Assemblies and Alateens who attend other Area events.
- At Area events identifies the certified AMIAS who have responsibility for the Alateens.
- Is a vital link of communication between NZAGSO and the Area on matters relating to Alateen and is a resource for Alateen at all levels of service.
- Receives communications from NZAGSO, via e-mail or postal mail, on matters relating to Alateen and in a timely manner shares with the Area Alateen information intended to be shared with the Area.
- Receives communications from NZAGSO involving enquiries about Alateen – including requests for assistance to start an Alateen meeting, for Alateen literature, or to find Alateen speakers – and develops a process to handle these enquiries.
- Keeps NZAGSO informed of Alateen activities in the Area.
- Ensures that the Area has Alateen requirements that meet or exceed the minimums established by the NZASC, has a process to certify AMIAS, registers Alateen groups and implements the **National Alateen Minimum Safety And Behavioural Requirements** (page [43](#)) at all events in the Area that have Alateen participation.
- Should be familiar with the Area's Alateen requirements and processes, and be committed to ensure that all Al-Anon and Alateen groups and events are in compliance.
- Is encouraged to work closely with the members in the Area – e.g. may be responsible for the training, certification and recertification of AMIAS, for verifying certification of members serving Alateen for Al-Anon conventions in the Area or for other events in the Area with Alateen participation.
- May serve as liaison with committees arranging Alateen Conferences or events in the Area involving Alateen participation.

- Ensures that the Area is aware that Alateen is the responsibility of the entire Area and not just the Alateen Coordinator.
- Fosters awareness throughout the Area that Alateen is part of Al-Anon and that where no Alateen meeting is available young people are encouraged to attend Al-Anon meetings and are welcomed as members.
- Encourages eligible Al-Anon members to become certified AMIAS, has information available at Al-Anon/Alateen events to educate Al-Anon members about the AMIAS eligibility requirements, the certification process and the various ways to serve Alateen in addition to serving as an Alateen group sponsor (including providing transportation, serving as a back-up substitute Alateen group sponsor, or chaperoning Alateens at an Al-Anon event that includes Alateen participation).
- May identify service opportunities for members who are not certified AMIAS – e.g. helping prepare an Alateen newsletter, finding workshop locations and distributing flyers.
- Ensures that the Area annually evaluates its Area Alateen process including evaluation of:
  - The duties and responsibilities of the Area Alateen Coordinator and other Area trusted servants in Alateen related matters.
  - The Area procedures to submit paperwork to NZAGSO to register Alateen groups and for any necessary police checks prior to certifying an AMIAS.
  - The Area procedures to keep information necessary for AMIAS certification confidential and a timetable for record retention (remembering that it is the Area's responsibility to safeguard personal information and dispose of certification information properly).
  - The Area procedures to review all registered Alateen groups in the Area, to work cooperatively to check the list for accuracy and to submit any changes (always remembering that only registered Alateen groups are able to use the Alateen name and be listed in meeting directories and on websites).

- The Area procedures to ensure that all events using the Alateen name in the Area have a formal connection to the Area and are in compliance with the Area's requirements (they cannot otherwise use the Alateen name).
- The Area procedures to deal with Alateen problems (some Areas have a committee that includes other Area Committee members, Alateen Group Sponsors and other AMIAS).
- Maintains communication with the Chairperson of the National Alateen Selected Committee.

### **Area Literature Officer**

The Area Literature Officer keeps a stock of CAL for sale at Area Assemblies thus saving groups postage costs.

### **Area Archivist:**

- Coordinates archival activities in the Area.
- Assumes responsibility of collecting and storing the Area's archival material.
- Preserves the Area archives so that they are available to the membership and to the serious researcher, within the framework of our Traditions, for the good of Al-Anon as a whole.
- Maintains final responsibility and authority for use of the archives.
- Maintains communication with the Area Committee, and/or the Area Archives Committee, and the National Archivist.
- Establishes policies and procedures for the collection, preservation, arrangement, storage and use of the Area archives.
- Ideally has familiarity with archival procedure.

Refer to WSO guideline [\*Area Archives \(G-30\)\*](#) for more details.

### **Area CPC Coordinator**

The Area CPC Coordinator coordinates CPC efforts within the Area. Refer to WSO guideline [\*Public Outreach to Professionals \(G-29\)\*](#) for assistance.

## **Area Institutions Coordinator**

The Area Institutions Coordinator coordinates efforts within the Area to conduct Public Outreach to residential or non-residential institutions (e.g. treatment or rehabilitation centres, courts, correctional facilities, hospitals, mental health agencies, psychiatric centres etc.) intending to make information about Al-Anon and Alateen available to professional and non-professional staff of those institutions and to families and friends of alcoholics interacting with those institutions.

Refer to WSO guideline [Public Outreach to Institutions \(G-9\)](#) for assistance.

## **Services in Correctional Facilities**

Statistics show that many inmates/residents in correctional facilities are incarcerated as a result of alcohol and drug abuse and/or the effects of the disease. Establishing an Al-Anon or Alateen group in a correctional facility provides an opportunity for residents and their loved ones to learn about the Al-Anon program of recovery. As Al-Anon members we can share our experience, strength, and hope at prisons, jails, special schools, and detention centres.

Refer to WSO guideline [Services in Correctional Facilities \(G-14\)](#) for assistance.

## **Area Delegate**

The Area Delegate represents the Area at NZASC.

The conscience of Al-Anon can work effectively only if it is informed. Much depends on the Area Delegate being thoroughly familiar with this *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* and *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)* before attending NZASC. The Area Delegate is a channel through which information flows, bringing to NZASC the viewpoint of the Area on matters affecting the entire fellowship and returning to the Area with a broader perspective of Al-Anon. The Area Delegate is the servant of Al-Anon as a whole.

The Area Delegate, not the Alternate Area Delegate, receives all communications from NZAGSO even if the Area Delegate was unable to attend NZASC.

### **Election of Area Delegate**

A GR elected as Area Delegate may not continue to serve as GR and the group should elect another member as GR.

Upon receiving the results of an election NZAGSO sends a letter of welcome to each new Area Delegate with advice of the date of the next NZASC.

Any GR appointed to replace the Area Delegate may not continue to serve as GR and the group should elect another member as GR. The replaced Area Delegate can be re-elected later should circumstances change.

An Area Delegate finishing a partial term may then be elected for a three-year term as Area Delegate.

### **Area Delegate Duties in the Area**

- Welcomes new groups and new lone members to the Area as soon as notified of them by NZAGSO and offers any help the new groups or the new lone members need. At the same time the Area Delegate gives the Area Secretary details of new groups, new lone members and other changes in the Area.
- Reminds the secretary of new groups which have not registered with NZAGSO to do this.
- Helps the groups to understand and apply Al-Anon's Traditions which guide all our affairs.
- Keeps contact with the GRs in order to become conversant with groups' opinions and problems, which can then be discussed at Area Assemblies.
- Refers any Area problem or group problem for discussion at the Area Assembly and any problems with which the Area cannot cope to NZASC if necessary. See **Group Problems** (page [37](#)).
- Visits and reports to the groups in the Area.
- Attends all Area Committee meetings.

- Acts as the link between the Area Committee and NZAGSO.
- Gives a Conference report to the Area Committee and GRs to carry back to the groups. As often as possible, the Area Delegate makes the report in person at group meetings; nothing is more impressive than an eyewitness account.
- Meets with the Area Committee to learn and evaluate the groups' reaction to the report and to hear the groups' ideas on other pertinent matters. The Area Delegate can then be better prepared to present the Area's views at the next NZASC.
- If between NZASCs NZAGSO needs overall group opinion on some urgent matter, can get a cross-section of groups' ideas through GRs and report the findings. Thus through the guidance of the Area Delegates, it becomes possible for NZAGSO to take any necessary action through the year.
- May serve as a contact for public inquiries within the Area if the PO coordinator is unavailable.
- Sends to the Conference Chairperson items to be considered for the NZASC agenda as suggested by the groups.
- In the election year for an RBM submits to NZAGSO by 30 April, the nomination and RBM profile, or notification that the Area does not have a candidate.
- May when retiring be elected as chairperson of the Area (some Areas use the retiring Area Delegates' experience by electing or appointing them as Area coordinator of a special service - e.g. Alateen, Archives, CPC, Institutions, Area Newsletter, Literature and Public Outreach).

### **Area Delegate Expenses**

All Area Delegate's reasonable expenses are met from Area funds. These will include stationery, postage, telephone calls and cost of visiting groups in the Area.

### **Area Delegate At NZASC:**

- Attends all sessions of NZASC to be able to consider carefully the



issues brought up, vote intelligently on them, and thus help to guide NZAGSB in making decisions.

- Tries to get a clear and comprehensive picture of the NZ fellowship to bring back to groups.
- Learns facts and figures and, even more important, gains a vision of a great movement in action.
- Learns what NZAGSO has meant to Al-Anon/Alateen in the past and what it, with the guidance of NZASC, will mean to the future welfare of the fellowship.
- Brings issues of concern to the attention of NZASC either through the Conference Committee or directly from the floor in the open NZASC session.

In order to broaden the scope of certain Selected Committees at NZAGSB, Area Delegates are seconded to Selected Committees having first been given an opportunity to choose which Selected Committee best matches their interests. Area Delegates attend meetings for these Selected Committees where possible (including attendance by video conference where available) and may be consulted, by correspondence, on any related matter.

### **Alternate Area Delegate:**

- Works along with the Area Delegate as much as possible in communicating with the group and becomes familiar with all of the Area Delegate's duties, so that if the Area Delegate is unable to finish the three-year term, the Alternate Area Delegate can step in to complete it.
- If the Alternate Area Delegate must complete the Area Delegate's term then a temporary Alternate Area Delegate is at once appointed by the Area Chairperson from among the GRs to act until the next Area Assembly can elect a new Alternate Area Delegate.
- In an Area where it is impossible for the Area Delegate to visit all the groups to report on NZASC the Area may be served more adequately by having the Area Delegate and Alternate Area Delegate cover predetermined sections.

- May serve as the editor of the Area's newsletter or as a reporter.
- May assume responsibility for briefing the Area Assembly on Al-Anon structure - this has been found especially helpful for the new GRs.
- May be appointed to act as Area Chairperson.
- May be assigned work on developing Alateen groups, encouraging Al-Anon members to sponsor them, and setting up Alateen workshops. Other duties may include serving as Area Treasurer or Area Secretary, an Area Public Outreach committee member, or as chairperson of periodic meetings on the service structure, Traditions and Concepts.

### **Taking a Committee Inventory**

*The purpose of this questionnaire is to encourage Al-Anon service by using the following questions as the format for an inventory discussion by Area Committees or other committees or coordinators or as the basis for discussion at a workshop.*

### **My View of Committee. Do we:**

1. Listen carefully to each other's questions and share new ideas with each other?
2. Allow ample time for committee meetings?
3. Attract willing volunteers into service?
4. Consider the specific needs for Al-Anon in our Area?
5. Inform groups within our Area of the need for participation on Al-Anon committees?
6. Co-operate with other Al-Anon committees?
7. Read and discuss the guidelines in the *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* and *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)*?
8. Communicate with our Area Coordinators?
9. Follow up on projects and suggestions originating at our meeting?

10. Discuss Al-Anon's Twelve Traditions and make ourselves knowledgeable of them?

**As a member am I:**

1. Aware of the needs of families of alcoholics and have an understanding of these needs?
2. Willing to reach out a hand to those in need of Al-Anon?
3. Generous with my time and striving to use it to best help my committee?
4. Able to uphold and use Al-Anon's Twelve Traditions in committee discussions?
5. Able to consider what is best for Al-Anon in our Area, not just what is best for me?
6. Willing to listen patiently to a newcomer to the committee?
7. Able to realise that all things take time, especially new areas of service?
8. Aware that the guidelines for Al-Anon service is a sharing of experiences from members worldwide - and do I read them before I act impulsively?
9. Able to share my ideas and listen to other committee members?
10. Aware that my sharing helps committee members and boosts my self-esteem?
11. Understanding when other members' schedules do not allow them to give time to this phase of service?
12. Able to put my best efforts into committee service, trusting that the outcome is not up to me?

**As a member do I:**

1. Think that no one else has problems as serious as mine and think only of what is best for me?
2. Often say "Some other time" when asked to help?
3. Find I'm not generous with my time in service?

4. Remain silent rather than risk the disapproval of other committee members?
5. Have to have it my way or not at all?
6. Become intolerant when a new person goes on and on?
7. Feel as though I've failed when there is a lack of progress in a committee?
8. Expect immediate rewards for my efforts?
9. Keep my ideas to myself because I am afraid of what others will think of them?
10. Withdraw from sharing?
11. Become irritated because it seems I always do it all?
12. Need assurance that members will be present at a scheduled meeting?

## **Area Assemblies**

### **Area Election Assembly**

Areas should convene an Area Election Assembly prior to December 31 each year. The terms of office for Area Committee roles begin the following January 1.

### **Area Interim Assembly**

Areas should also convene regular Area Interim Assemblies between Area Election Assemblies.

### **General Information for Area Assemblies**

All Al-Anon groups and lone members should be notified of each Area Assembly and members invited to attend along with the GRs.

It might also be useful to arrange an orientation session for new GRs before the Area Assembly to help them understand the service structure and the process of the Area Assembly.

Use the Area Assembly as an opportunity to update the list of Al-Anon and Alateen groups in the Area with contact information (physical

addresses of the meeting, postal and email addresses and telephone numbers for group contacts and postal and email addresses and telephone numbers for GRs).

## **KEEP THE AREA ASSEMBLIES INTERESTING! KEEP THEM FUN!**

GRs act as a vital link, communicating at Area Assemblies. The GR can bring the group's viewpoint on any situation or problem concerning Al-Anon to the attention of the Area and the Area Delegate. The GR informs the group of the outcome of the Area Assemblies. Each Area Assembly includes an Area Business Meeting and may include an additional programme which might include:

- An Area Delegate's report on NZASC.
- An Area Delegate's report on any communication from NZAGSO or NZAGSB.
- Discussion of GR's ideas, opinions and questions.
- Discussion of application and interpretation of the Twelve Traditions of Al-Anon and/or the Twelve Concepts of Service.
- Discussion of chosen Al-Anon topics led by Al-Anon speakers.
- Presentations by selected GRs speaking about working the Steps, Traditions and/or Concepts of Service or other Al-Anon topics.
- Workshops involving intensive discussion in small groups in which members share experience on such subjects as Sponsorship and Public Outreach (questions for which should be compiled by the Area Committee after study of CAL).
- Panel meetings with GRs participating.
- A brief information session conducted by the Area Delegate about NZAGSO service.

## **Voting**

If a vote has to be taken on any matter, only the GRs can propose or second any motion or vote. Others may make suggestions and voice their ideas. No group has more than one vote. All Area Assemblies adopt a

voting method of their own choosing. See **Motions and Voting Procedures** section for **Suggested Voting Procedure** (page [85](#)).

## **Area Finances**

The Area Assemblies appeal to each group in the Area for contributions to be sent to the Area Treasurer, who in turn pays Area expenses. The expenses of the Area Assembly to the individual group will be less if all groups contribute.

The financial responsibilities of an Area are:

- Finance any Public Outreach projects within the Area.
- Pay the contribution to equalised expenses for NZASC to NZAGSO.
- Defray the expenses of Area Assemblies including rent.
- Send regular contributions to NZAGSO.
- Reimburse Area Delegate's and Area Committee members' expenses.

See also **Area Treasurer** section (page [68](#)).

## **Suggested Agenda for a Business Meeting at an Area Assembly**

The Area Chairperson needs to be able to plan an agenda and conduct meetings in an orderly manner. Communication and cooperation with others are key elements of good chairing.

A quorum for the Area Assembly shall consist of GRs representing not less than two-thirds (2/3rds) of the groups in the Area unless the GRs present decide by motion to accept a lesser quorum for that day.

In any discussion at an Area Assembly the GRs should be given the first opportunity to speak before the discussion is opened up to the full meeting.

The following is a suggested procedure for a business meeting:

- Open with the Serenity Prayer.
- Read either the Traditions, Concepts or both.
- Ask for apologies.

- Roll call of GRs and group members present and welcome visitors, and particularly acknowledge any new GRs attending their first Area Assembly and any GRs representing an Alateen group.
- The Area Chairperson announces the request that members address the Area Assembly from the front to give everyone the benefit of being able to hear what is said.
- The Area Chairperson explains the motions and voting procedures (see below **Motions and Voting Procedures** including **To Amend a Motion, Tabling a Motion, Voting and Decisions Reached by Discussion, Vote and Whenever Possible by Unanimity**).
- If a quorum is not present, the Area Chairperson invites the GRs to move and second a motion that the number of GRs present be accepted as a sufficient quorum for the day - followed by discussion and vote.
- The Area Chairperson invites GRs to move, second, discuss and carry either that the majority vote required to carry a motion be fixed at a simple majority or that the majority vote required to carry a motion be fixed at a two-thirds (2/3rds) vote.
- The Area Chairperson invites GRs to move, second, discuss and carry that voting for service positions be by written ballot and that voting for policy and principles be by show of hands.
- GRs to move and second that the minutes of the previous Area Assembly be accepted as a true and correct record of that Area Assembly.
- If any amendments to the minutes of the previous Area Assembly are required the GRs move and second a motion that the amended minutes of the previous Area Assembly be accepted as a true and correct record of that Area Assembly. Discussion is followed by a vote. If that motion is lost the GRs vote on the original motion that the unamended minutes of the previous Area Assembly be accepted as a true and correct record of that Area Assembly.
- Matters arising. Any matters arising from the minutes of the previous Area Assembly are discussed.

- Correspondence: The Area Secretary reports, and where requested reads, the inwards and outwards Area correspondence and the GRs are invited to move, second and after discussion carry a motion that the inward correspondence be accepted and the outward correspondence be approved.
- Financial Report: The Area Treasurer presents a financial report. If the Area Treasurer is a GR, the Area Treasurer moves that the financial report be accepted (otherwise a GR moves that it be accepted). A GR seconds that motion which is then opened for discussion and consideration before the GRs vote.
- Group Reports: GRs each present a report for the group they represent. In some Areas discussion follows each group report and in some Areas discussion follows only after all group reports have been presented. This is a matter for Area autonomy.
- Service Reports: Members of the Area Committee (except the Alternate Area Delegate) each present a report of the service area which is their responsibility. In most Areas discussion follows the presentation of each report.
- The RBM for the region is invited to speak to any matter of national significance not covered by the Area Delegate's report or to offer suggestions and encouragement for the Area.
- Elections: (For voting procedure see the next section).
- General Business: This may include a discussion of:
  - Any need for local services and when required appointment of a member or committee to be responsible for a special service [e.g. Public Outreach, Alateen or Institutional groups].
  - Any ways and means that would accord with Al-Anon's Traditions for the Area and its groups to support NZAGSO and World Services.
  - Any local deviations from Al-Anon Traditions or problems that local groups or any of the committee may have presented for advice.
  - Any plan for help for new lone members or new groups within the Area.



- Items not covered in the agenda, any concerns, and suggestions for the next meeting agenda.
- No further business – close with the Serenity Prayer.

### **Motions and Voting Procedures:**

- Only GRs, as the voting members at an Area Assembly, may propose motions, second motions or vote on them. Others may only voice their ideas.
- A proposer moves the motion, attracts a seconder (if there is no seconder then the motion fails) and then speaks for the motion.
- This then becomes the original motion and is now open to all members for discussion.
- Only one motion can be discussed at a time.
- If there is no discussion (or no further discussion) and no motion to amend the original motion, the original motion is then put to the Area Assembly for a decision and the GRs indicate by vote whether they agree or disagree with it.
- All motions should be minuted and voting recorded.

### **To Amend a Motion (i.e. add to, delete from, edit, or provide more detail):**

- A proposer moves the motion to amend, attracts a seconder (if there is no seconder then the motion to amend fails) and then speaks for the motion to amend.
- The original motion as amended then becomes the amended motion and is then open to all members for discussion.
- If there is no discussion (or no further discussion), the amended motion is then put to the vote.
- If the amended motion is carried then the original motion fails.
- If the amended motion fails then the original motion is put to the vote immediately.

## **Decisions Reached by Discussion, Vote and Whenever Possible by Unanimity**

On any vote for policy and principles all GRs who abstain from voting or cast a minority vote may be invited by the Area Chairperson to explain to the Area Assembly why they abstained from voting or cast a minority vote. After hearing any such explanation, if any GR or GRs wish to change their vote then the motion should be put to a fresh vote. This preserves the principle of Warranty Three of the General Warranties of the Conference (and Concept Five).

## **Tabling a Motion**

Lack of time or the need for further information on a motion may occur. A vote should be taken requesting that the motion be tabled and slotted into another place on the agenda for discussion later, or at a following meeting.

## **Voting**

Following full discussion the Area Chairperson asks the Area Secretary to read the motion again. GRs then vote. A suggested procedure is by written ballot for service positions, and by show of hands for policy and principles. Two non-voting members approved by the meeting count the votes and report back. Once a vote is carried further discussion is closed at that meeting.

## **TEAM Events**

See page [112](#).

## **NZ AL-ANON GENERAL SERVICES (NZAGS)**

NZAGS comprise NZAGSO, NZAGSB, NZAGSB committees, NZASC, and participation in worldwide Al-Anon via the IAGSM and optionally the WSC.

## **Finances**

Finances for all NZAGS are paid from the General Services Fund. Income for the General Services Fund comes from voluntary contributions from within the fellowship, the sale of literature, subscriptions to *The NZ Al-Anon Messenger*, and interest from savings in the reserve fund.

Tradition Seven suggests that Al-Anon ought to be fully self-supporting. Refer to the pamphlet *The Seventh Tradition (SN-21)*, and the NZ Al-Anon General Service Office (NZAGSO) section.

## **Financial Policies of the NZ Al-Anon General Services**

### **General**

In all financial matters NZAGS must adhere to the Conference Charter and to the principles of the Traditions and Concepts.

To ensure that no funds are used for the private profit of any individual, the following financial policies apply:

- Any income, benefit, or advantage must be used solely to advance the purposes of NZAFG.
- No member, or anyone associated with a member, is allowed to take part in, or influence, any decision made in respect of payments of any income, benefit or advantage to or on behalf of the member or any person associated with the member.
- Any payments made to a member, or any person associated with a member, must be for goods and services that advance the purpose of NZAFG, and must be reasonable and relative to payments that would be made between unrelated parties.

### **Winding up provisions.**

If NZAGS is wound up, any surplus assets must be given solely to charitable purposes. Al-Anon groups in New Zealand, or WSO would be the first priorities.

### **NZ Al-Anon General Service Office (NZAGSO)**

- Is known to most members of NZAFG as “the GSO”.
- Is located in Auckland.
- Meets the service responsibilities of Al-Anon on a day to day basis.
- Is the office staffed by paid staff and Al-Anon volunteers. Service responsibilities should rotate every three years but this does not apply to paid office staff.

- Is answerable to NZAGSB through the Executive Budget Committee.
- Acts as a clearing-house NZ wide for enquiries from those who need help or want information about Al-Anon and Alateen.
- Registers new groups, lone members and provides them with literature, information and help.
- Advises the Area Delegate of the formation or disbandment of any groups in their Area and of any new lone member in their Area.
- Maintains data of Al-Anon/Alateen groups and lone members in NZ.
- Imports, reprints and distributes CAL.
- Publishes and distributes a newsletter to Al-Anon individuals and groups throughout NZ.
- Works to continue progress towards electronic communications and electronic records storage wherever practical.
- Reports its activities quarterly to NZAGSB and annually to NZASC.
- Cooperates with the Public Outreach Committee Chair to guide Al-Anon Public Outreach efforts NZ wide.
- Generates cooperation between Al-Anon and the professional community.
- Cooperates with the Public Outreach Committee Chair to carry the Al-Anon message to institutions and encourages the formation of institution groups to help those affected by someone else's alcoholism.
- Cooperates with AA's General Service Office in all matters affecting both fellowships.
- Stores NZ historical Al-Anon/Alateen material, past and present.
- One or more paid special workers in terms of Tradition Eight may be employed to assist with the accounting and administrative requirements of NZAGSO. Any such special worker will report to NZAGSB through the Executive Budget Committee Chairperson.

## **NZ Al-Anon General Service Board (NZAGSB)**

The purposes of NZAGSB are to encourage, assist and serve the families and friends of alcoholics in dealing with the problems concerning and attendant on alcoholism, to reinforce their efforts to understand the alcoholic and to foster their restoration to normal life, to disseminate information in relation thereto and to conduct and participate in any other classes of service, to assist families and friends of alcoholics in dealing with their problems.

### **Composition of NZAGSB**

The NZAGSB may be composed of the following members (in each case if appointed):

- NZAGSB Chairperson.
- NZAGSB Treasurer.
- General Secretary.
- Chairpersons of Selected Committees.
- RBMs.
- IAGSM Delegates.
- WSCR.
- National Archivist.
- National Website Coordinator.

These guidelines define the function and responsibilities of NZAGSB, and the qualifications of its members.

NZAGSB acts as custodian of the Traditions and guarantor of prudent management of NZAGS and is an integral part of NZASC with each NZAGSB member having full membership.

It is the responsibility of NZAGSB to review all operations of NZAGS.

NZAGSB, in managing the affairs of NZAGS, is authorised to:

- Establish and maintain NZAGSO.

- Import and distribute CAL from WSO and reprint literature or part thereof, provided permission is granted by WSO.
- Control such physical assets as NZAGSB may acquire, including cash, equipment and literature.
- Authorise expenditure.
- Appoint all Chairpersons of Selected Committees.
- Appoint Executive Budget Committee members and other Selected Committees members.
- Exercise ultimate service authority where considered appropriate in all matters relating to national service.
- Take whatever measures are prudent and effective in carrying out the purpose of our fellowship.
- Manage the affairs of the NZASC and assist to implement the decisions made.
- Approve the final agenda for the NZASC.
- Adopt policies, as necessary for the carrying out of activities undertaken by the service arms.

Members appointed to NZAGSB are those who have attained a knowledgeable understanding of our programme and Al-Anon structure, have good judgment, and sometimes have special qualifications or profession. They serve for three years and may serve for two consecutive terms. They should not hold office in service centres, but may serve at group level except as GR.

No member can volunteer for a seat on NZAGSB. Interested members are encouraged to fill out a profile form for consideration by NZAGSB.

[Ctrl+Click to access the NZAGSB General Member Profile Form \(save before editing\)](#)

[Ctrl+Click to access the NZAGSB RBM Profile Form \(save before editing\)](#)

## **Length of Service on NZAGSB and Composition of NZAGSB.**

NZAGSB has important legal and financial responsibilities for managing NZAGS. NZAGSB needs to be able to maintain itself with enough qualified people to meet these responsibilities.

When considering its composition and length of service, NZAGSB will balance the principles of rotation of service and meeting its responsibilities.

As a first preference NZAGSB will attempt to find suitable Al-Anon members to hold NZAGSB positions. The term of office for NZAGSB members is three years, and NZAGSB members may be appointed for two terms, which may be consecutive. If an appointment is started part-way through a year, the first term begins after completing that part year.

NZAGSB has authority to fill any vacancy occurring because of any NZAGSB member's resignation, illness or other causes.

If Al-Anon members are not available, or to meet other needs, NZAGSB has authority to fill vacancies or reorganise itself to be able to continue to meet its responsibilities.

Options may include:

- Appointing members who have served or will serve more than six years. This may be especially appropriate when filling positions requiring experience, such as NZAGSB Chairperson and IAGSM Delegate. In general there should be a stand down period of a year before reappointment is made.
- It may be necessary for NZAGSB to appoint an Al-Anon member whose experience qualifies them for the position to carry out the functions of the NZAGSB Treasurer but not as a NZAGSB member. In such a case the Al-Anon member can serve for a three-year term or until a NZAGSB member is available, whichever is shorter. In such a case the Al-Anon member has voice but no vote within NZAGSB.
- Appointing Chairpersons of Selected Committees who are not members of NZAGSB.
- Varying the composition of and number on NZAGSB.

- Appointing persons who are not Al-Anon members to NZAGSB.

### **NZAGSB Officers and Their Duties**

NZAGSB Officers are NZAGSB Chairperson and NZAGSB Treasurer who are elected each year at the NZAGSB annual meeting. Each officer holds office for a period of one year and may stand for re-election during a term as a member of NZAGSB. The Chairperson of NZAGSB may serve for a maximum of three years.

In addition to their duties listed below, all officers perform such duties as may be delegated to them by NZAGSB.

#### **The NZAGSB Chairperson:**

- Should have prior NZAGSB experience and an understanding of the various NZAGSB responsibilities.
- Presides at all meetings of NZAGSB.
- With the approval of NZAGSB appoints the Chairperson of Selected Committees and any other service committees as required.

#### **The NZAGSB Treasurer:**

- Is the financial officer of NZAGSB.
- Is responsible for the collection, custody and control of NZAGS funds (subject to the supervision and instruction of NZAGSB).
- Keeps such books as are necessary to show the receipt and disbursement of all monies.
- Is primarily responsible to see that NZAGSO operation is always solvent and that it stays that way in good times and bad.
- Arranges that the accounts are audited by a Certified Public Accountant at regular intervals, as directed by NZAGSB.
- Annually presents to NZASC for approval accounts for the past year and a proposed budget for the coming year.
- Is ex officio a member of the Executive Budget Committee.



### **General Secretary for NZAFG (General Secretary):**

- Is called the General Secretary.
- Is a full member of the NZAGSB with voice and vote.
- Holds this position as a voluntary position.
- Prior to appointment should ideally have a minimum of ten years active membership in Al-Anon with extensive experience in service both at Area and NZAGSB levels.
- Holds the office for a term of three years and may be appointed for two consecutive terms.
- Report to the NZAGSB Chairperson.

### **NZAGSB Meetings**

There shall be four meetings of NZAGSB in each year. Additional meetings may be summoned at any time by the NZAGSB Chairperson or any other two members of NZAGSB. Notice of such meetings shall be given to all NZAGSB members by mail posted at least five days prior or by email sent at least three days prior. In emergencies where this is impossible, such notice may be waived if all NZAGSB members then, or subsequently, sign their agreement thereto. Interim meetings of not less than four NZAGSB members may be called to discuss urgent matters. No decision may be taken until all NZAGSB members have been notified and a majority vote obtained. A member of NZAGSB who considers it would be helpful for a member who is not a NZAGSB member to attend a particular meeting of NZAGSB may make this request in writing to the NZAGSB Chairperson giving reasons.

### **Attendance and Voting at NZAGSB Meetings**

At all meetings of NZAGSB each NZAGSB member shall be entitled to one vote and each decision shall be by majority vote. In the event of a tie the NZAGSB Chairperson shall have an additional casting vote. Others attending NZAGSB meetings shall have voice and no vote. RBMs vote according to their conscience for the good of Al-Anon as a whole and not for their region.

Any NZAGSB member unable to attend any meeting of the NZAGSB shall give advance notice of the absence to the NZAGSB Chairperson and

indicate the reason for the absence. Any NZAGSB member who fails to attend two meetings per year for reasons deemed inadequate by NZAGSB shall be subject to dismissal by NZAGSB for such cause. For the purposes of this paragraph, NZAGSB meetings during NZAGSC shall be deemed to be one meeting.

A majority of the members of NZAGSB shall constitute a quorum.

### **NZAGSB Agenda**

Meetings of NZAGSB usually follow this form:

- Opens with the Serenity Prayer and roll call.
- Approval of minutes of previous meetings.
- Approval of minutes of interim meetings of the Executive Budget Committee and consideration of its recommendations.
- Consideration and approval of NZAGSB Treasurer's report and financial statement.
- Consideration and approval of service reports.
- Elections (if scheduled).
- Other business:

The NZAGSB Chairperson to request items in time for inclusion in the agenda.

- Adjournment closing prayer.

### **NZAGSB Finances**

- All NZAGSB expenses and NZAGSB committee expenses are paid from the General Services Fund.
- NZAGSB establishes and maintains financial guidelines for the Executive Budget Committee and NZAGSO.
- NZAGSB approves the annual budget for the operation of NZAGS prior to it being presented to NZAGSC for approval.

- In between NZAGSCs NZAGSB approves any spending requiring variation of the budget beyond the Executive Budget Committee guidelines, and reviews the budget if required.
- NZAGSB may change any NZAGSC decision if required for financial reasons.
- NZAGSB must be satisfied that adequate financial controls and checks are in place at all times and that all payments from NZAFG funds are authorised and appropriate.

### **Relation of NZAGSB to NZAGSC**

NZAGSB is the servant of NZAGSC and is bound to accept the decisions and directions of a two-thirds (2/3rds) majority of NZAGSC and to put these into operation. NZAGSB does however reserve a veto power over any NZAGSC action (Concept Seven).

### **NZAGSB Selected Committees**

- While NZAGSB holds final administrative responsibility for NZAFG in terms of Concept Six, it should always have the assistance of the best possible Selected Committees, executives, staff and consultants. This means careful consideration of these Selected Committees, the personal qualifications of their members, the manner of their introduction into service, the way in which they relate to each other, the special rights and duties of our executives, staff and consultants, together with a proper basis for financial compensation of our special workers.
- Selected Committees are created by NZAGSB in terms of Tradition Nine to take care of various elements of our programme and are directly responsible to NZAGSB through their respective Chairpersons.
- With the approval of NZAGSB, the NZAGSB Chairperson appoints Selected Committees Chairpersons at the Annual General Meeting of NZAGSB following NZASC each year.
- The term of a Selected Committee Chairperson begins immediately following appointment at the Annual General Meeting of NZAGSB and continues until the Annual General Meeting the following year.

- A Selected Committee Chairperson serves for a three year term and may serve two consecutive terms.
- NZAGSB Chairperson and General Secretary are each ex officio members of all Selected Committees.
- The Selected Committee Chairperson recruits not more than five proposed members of the Selected Committee including not more than one NZAGSB member additional to the Selected Committee Chairperson and the ex officio members.
- Proposed Selected Committee members are considered and if appropriate approved and appointed by NZAGSB at the September NZAGSB meeting.
- The term for a Selected Committee member begins at the conclusion of the September NZAGSB meeting and continues until August 31 the following year.
- Each Area Delegate serves on a Selected Committee selected by them at NZASC.
- No member may serve on a Selected Committee for more than a total of six years whether as the Selected Committee Chairperson or as a member of the Selected Committee. Any term served on a different Selected Committee shall be excluded from the calculation and any term served as an ex officio member of a Selected Committee shall also be excluded from the calculation.
- Except only for ex officio members, no member shall serve any Selected Committee whether as a Selected Committee Chairperson or otherwise while serving at the same time on any other Selected Committee whether as a Selected Committee Chairperson or otherwise.
- The following are the current Selected Committees: Alateen Committee, Conference Committee, Convention Committee, Editorial Committee, Executive Budget Committee, Literature Committee and Public Outreach Committee.

- Other Selected Committees, e.g. Archives, CPC, Institutions or National Website Coordinator can be appointed as required. NZAGSB has the power to disband or reform a Selected Committee.

### ***Selected Committee Chairperson's responsibilities:***

- Attends all NZAGSB meetings and NZASC.
- Sends a full written report of the work of the Selected Committee to NZAGSB at least two weeks prior to each NZAGSB meeting.
- Prepares an annual report of the work of the Selected Committee for inclusion in the NZASC Brochure to be sent to NZAGSB at least two weeks prior to the March NZAGSB meeting.
- Between NZAGSB meetings, maintains communication, as appropriate, with all service arms.
- At the end of the Selected Committee Chairperson's term, fully briefs the incoming Selected Committee Chairperson, passing on all files and relevant materials.
- Arranges monthly meetings of the Selected Committee members.
- Ensures minutes, agenda and current work is sent to all Selected Committee members including ex officio members.
- Maintains communication between the Selected Committee and all other service arms as appropriate.
- Prior to NZASC writes to each of the Selected Committee members thanking them for their service, reminding them that their term will expire on 31 August and requesting that each Selected Committee member eligible for reappointment submit an updated profile as soon as possible.
- Following NZASC each year recruits proposed Selected Committee members to fill any vacancies, obtains completed profiles from all proposed Selected Committee members and at least two weeks prior to the September NZAGSB meeting submits to NZAGSB a list of proposed Selected Committee members together with profiles completed by each of them.
- Notifies all of the successful Selected Committee members of their

appointment immediately following the September NZAGSB meeting.

- Keeps a copy in NZAGSO of all material relating to the Selected Committee's work and all of the Selected Committee's minutes.

[Ctrl+Click to access the NZAGSB Selected Committee Profile Form \(save before editing\)](#)

### **Conference Committee**

- Is composed of the Conference Committee Chairperson, Conference Committee Host and no more than four other members.
- The Conference Committee Host attends NZASC with no voice and no vote to provide administrative support for Conference members.
- Although NZASC takes place only once a year, the many details of planning beforehand and of reporting afterwards are an all year round undertaking.
- As soon as possible after the close of NZASC, the members of NZASC receive an extensive Summary of NZASC and a copy is made available to all groups and group members through the New Zealand Al-Anon website.
- Since NZASC is the most effective means of communication between the Service Arms and the groups in NZ, the Conference Committee has the responsibility of preparing a programme that will be as informative as possible. This gives the groups through their Area Delegates the opportunity to present the needs of the groups to NZASC and gives NZAGSB a chance to share the extent and breadth of the work of its Service Arms to the groups through their Area Delegates.
- Brings to NZASC applications for potential New Areas. New Area applications including a supporting Knowledge Based Decision Making paper must be submitted to the Conference Committee by December, if the application is to be considered at the following NZASC. The Conference Committee advises the proposed new Area of the cost it will be required to pay if it wishes to have a representative attend NZASC as an Observer.

- Prepares an annual NZASC budget for submission to the NZAGSB December Meeting.
- Attends to equalisation of contributions towards the cost of Area Delegates involvement in NZASC - refer to **Equalisation Procedure** (Page [99](#)) - and advises Area Committees in September of the required equalised contributions to be paid to NZAGSO by 31 December of that year.
- Presents a proposed Conference agenda to the December NZAGSB Meeting for discussion and to the March NZAGSB meeting for approval.
- Selects Chairpersons for NZASC sessions and develops the NZASC Brochure.
- Arranges visit to NZAGSO during NZASC.
- Sends the NZASC Brochure to all NZASC members by 15 May.
- Prepares the NZASC Summary and presents it to September NZAGSB Meeting for approval.

### **Equalisation Procedure**

The Conference Committee obtains the approximate costs of Area Delegates economy air fares and/or other travel costs as applicable and adds 10% as a provision for possible fare rises. The Conference Committee then calculates the approximate full cost of all Area Delegates to attend NZASC including costs for accommodation and meals, taking into account any monies refunded by Area Delegates from the previous NZASC and the total is then divided by the number of Areas expected to participate in the NZASC. Once the equalised amount has been calculated, NZAGSB reviews the calculation and may provide a subsidy if necessary.

### **Convention Committee**

See **Participation in AA Conventions - Procedures** (Page [21](#)).

When Al-Anon members are invited, and are planning to participate in an AA Convention it is well to remember that Al-Anon is present at the Convention by invitation. Al-Anon, almost from its beginning, has participated in AA events. Such participation often led to the growth of

Al-Anon, the added success of the AA Convention and an enhanced spirit of cooperation between both fellowships. It is through the application of our Traditions that this spirit of cooperation is encouraged. Tradition Six states: "...Although a separate entity, we should always cooperate with Alcoholics Anonymous". The basic ingredients for a successful Convention, as in all our service work, can be found in the application of all our Traditions, unity, a reliance on our Higher Power and the need to place principles above personalities.

NZASC chooses the theme for Al-Anon participation in the coming Convention.

The Convention Committee is formed to undertake the work involved in planning and operating the Al-Anon participation in the Convention.

### **The Convention Committee Chairperson**

- Is preferably the RBM for the region.
- Liaises with AA.
- Reports progress to NZAGSB Meetings.
- Holds a Convention Committee final meeting after the Convention for evaluation.
- Submits a comprehensive report to the following NZASC.
- Records helpful suggestions in the electronic Convention file for following Convention Committees.

### **Editorial Committee**

- Compiles a monthly magazine from personal sharings and service articles supplied by Al-Anon members.
- Edits and arranges layout, in preparation for a monthly magazine for distribution by NZAGSO.
- Arranges for articles to be received through NZAGSO to preserve Editorial Committee members' anonymity.
- Provides a balanced meeting in print or electronic form, in which members share their experiences, and ensure that this publication



aims to help readers with their understanding of Al-Anon principles and growth in the programme. In common with *The Forum*, the occasional item from an AA member can be included provided it has reference to, or is relevant to Al-Anon.

- Is the chief guarantor of the magazine quality and editorial content.
- Reviews everything published for its fidelity to the Al-Anon programme and principles whether personal stories or issues affecting the fellowship.
- Refers any queries or doubts through NZAGSO to be forwarded to the service arm best qualified to assist.
- Is familiar with Al-Anon's Twelve Traditions and the Digest of Al-Anon and Alateen Policies, contained in *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)* and particularly with reference to copyrights, symbols and logos.
- Is aware that all CAL and *The Forum* are protected by International copyright law. Whenever brief quotes are given from CAL or from *The Forum*, always use quotation marks in the text and name the source. In the case of quotes from *The Forum* also name the date of the issue from which the quote is taken.
- Does not use quotes from *One Day At A Time In Al-Anon (B-6)* that carry a living author's name (a letter from WSO was received warning us of this).
- Similarly, avoids using a quote from any publication, book or magazine without prior permission from either the author or the publisher (experience shows that when requested, with a brief explanation of the type of magazine for which it is required, permission is usually readily given).
- Accepts that the layout and arrangement of *The NZ Al-Anon Messenger* is to be the sole responsibility of the Editorial Committee. Note Vol. and No. - there are 12 copies per year.
- Ideally has two or three Editorial Committee members who are computer literate - to spread the work of preparing copy for publication. Committee members unable to type are valuable for

proof reading and correction, opinion on layout, suggesting themes for an issue and seeking material from members to provide items for such themes as “Alateen”, “Men in Al-Anon” and “Parents of Alcoholics” so as to cover, from time to time, all aspects of the family situation embodied in our membership.

- Encourages all Editorial Committee members to learn each other’s tasks so that *The NZ Al-Anon Messenger* comes out on time each month, even in the absence of the Editor or any particular member.
- Encourages all Editorial Committee members to write in rotation the editorial articles to be produced by the Editorial Committee . In all cases the material should to be checked by other Editorial Committee members to ensure that it will not have a bias in any direction. Editorial Committee members should remain anonymous as far as the editorial is concerned.
- Is prepared as Editorial Committee members (one per month in rotation) to write material if discussions of the Steps and Traditions are to be published and material does not arrive from the anticipated sources.
- Ensures that all articles (except editorial) written by the Editorial Committee members are published in the same manner as non-committee members.
- Ensures that where any trusted servants (from throughout the service structure) writes to express a personal viewpoint, they do so under their own name and group. Any such contributions should be forwarded to the Editorial Committee through the usual channels.
- Is aware that the Editorial Committee may hold material for later issues or choose not to publish. The following should appear in every issue: *“The Editorial Committee cannot guarantee to publish all material submitted and lengthy articles may require editing. Contributors are asked to accept these conditions. Editorial policy excludes the printing of poetry and prayers”*.
- Avoids personal involvement and correspondence with members who contribute articles - experience has shown this avoidance to be advisable.

- Does not give coverage to reports in the nature of service reports of Area Assemblies or Conventions.
- Tactfully avoids items submitted of an obituary nature (what you do for one, you might have to do for many).
- Edits material received only by correcting spelling and punctuation errors and minor cutting or ‘tidying up’ to remove repetition or irrelevant comments. If the entire article is unsuitable, snippets from it might be appropriate. Remembers at all times that the Editorial Committee must respect the material submitted by members and on no account should the general tone or sense of any article be altered.
- If any complete article is accompanied by a covering letter from the author and the Editorial Committee feels that any part of this covering letter would add to the impact of the article submitted, the author’s permission **MUST** be obtained before any part of the letter is published. Material the writer believed to have been written in confidence to the Editor could otherwise appear in print and cause problems for the author.
- For anonymity’s sake, **ALWAYS** edits out from items received all references by specific names to any of the author’s relatives or to any other Al-Anon members. Words like ‘my partner’, ‘my spouse’, ‘my son’, or ‘my sponsor’ or ‘my fellow group members’ may be substituted for specific names. With the exception of AA, other fellowships and outside agencies should not be referred to by name (e.g. “a treatment centre” rather than “Hanmer Springs”).
- Avoids printing poetry. Experience has shown that it is not advisable to print poetry - firstly for reasons of space, and secondly, because its highly personal nature makes it almost impossible to edit without distorting its composition, thus risking upsetting the author.
- Keeps any *Calendar of Events* brief and exclusively for forthcoming Al-Anon, Alateen or AA Conventions, Seminars or Workshops. The space is not intended to advertise events organised by members (such as holidays or discussion weekends).
- Expects information to usually come from NZAGSO. The 1981 World Service Conference approved the following policy in keeping

with the Sixth Tradition: “*Al-Anon newsletters and bulletin boards should not be used for publicizing activities of other organisations with the exception of AA*”.

- Submits to the NZAGSB Chairperson any amendments or additions to the guidelines which experience shows are necessary or desirable.

### **Executive Budget Committee**

- Has full authority for routine management of NZAGSO with full authority granted by NZAGSB to conduct NZAGSO routine daily affairs.
- Meets monthly.
- Cannot make financial decisions outside any limits set by NZAGSB for office expenditure.

### **Literature Committee**

- Is responsible for revising this *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* and adapting World Service guidelines and pamphlets to suit NZ Al-Anon structure.
- Revises and updates this *New Zealand Al-Anon/Alateen Service Handbook (PN-27)*, guidelines and pamphlets as directed by NZASC.
- Presents revised material to NZAGSB for acceptance and presentation to NZASC for approval.

### **Public Outreach Committee**

- Is to try both directly and indirectly to reach more of the families and friends of alcoholics in NZ. In order to accomplish this, it is necessary to provide knowledge and to generate public goodwill towards Al-Anon Family Groups everywhere.
- Is responsible for guiding and leading members nationwide to carry a consistent and attractive message of Al-Anon Family Groups.
- Creates coordinated national tools for group/member use and encourages members to use as a guide the PO tool *The Best of Public*

*Outreach* (available as a free download from [the NZAFG website](#) or the [WSO website](#)).

- Ensures that we are utilising the PO tools that already exist, including the NZAFG website, and free not-for-profit publicity platforms and even local community noticeboards where meetings are held.
- Recognises that co-operation with AA is a public outreach tool and that AA Conventions and AA Assemblies with NZAFG participation are a good tool for reaching friends and families of alcoholics.
- Recognises that National Health Fairs and addiction focused events are another way for NZAFG to build name recognition and credibility.
- Encourages members to always use our full name “Al-Anon Family Groups” in the public arena.
- Guards Al-Anon's Twelve Traditions in all public outreach activities.
- Initiates and develops national public outreach projects (e.g. radio, TV etc.).
- Assists Public Outreach Coordinators, groups and individuals in starting and pursuing local public information projects that conform to the Traditions.
- Presents a proposed Public Outreach Calendar to the NZAGSB March Meeting for approval and inclusion in the NZASC Brochure.
- Plans a Public Outreach session for NZASC at least once every three years or for TEAM events if requested.
- Suggest material for the membership to enlist, train and encourage volunteers to do Public Outreach work (TEAM events might provide suitable opportunities to do this).

### **Regional Board Members (RBM)**

A RBM's concern, as that of other NZAGSB members, is with the fellowship as a whole. A RBM does not represent a Region, but brings an overall viewpoint from the membership within the Region. RBMs service

to their regions is to aid in communication and understanding of service-related matters.

NZ has three Regions, each served by a RBM.

- Northern (Areas 6, 7, 8)
- Central (Areas 3, 4, 5)
- Southern (Areas 1, 2, 9)

### **RBM Nominations**

By 30 April in each year the Areas within the region due for a new RBM shall through the Area Delegate forward to the General Secretary nominations with a completed RBM profile for each candidate. The nominees should be members with at least five years continuous membership, should reside within the region and should have special skills and experience to be able to perform effectively as a NZAGSB Member. The skills and experience should include an area of management, finance or business, or Al-Anon service. A member who has served at NZASC as an Area Delegate is not eligible for the RBM role until one year has elapsed after completion of the term as Area Delegate. Each nominee should be nominated by the groups, provide a completed RBM profile form to the Area for distribution of a copy to all GRs at the Area Assembly and have received at least a two-thirds (2/3rds) majority vote of approval at an Area Assembly. All copies of profile forms must be collected after the Area Assembly and any not forwarded to the General Secretary must be destroyed to protect anonymity.

If an Area has approved more than one suitably experienced candidate, it may forward all names and profiles or may hold a ballot and if one of the nominees receives a two-thirds (2/3rds) majority of the vote, forward that name and profile only. It is within the autonomy of the Area to make the choice.

### **RBM Election**

Each year at NZASC, a RBM nominating committee shall vote and nominate a single candidate for election to NZAGSB.

The RBM nominating committee will be:

- The Area Delegates from the region concerned.
- Two Area Delegates from outside the region drawn by lot from the first and second year Area Delegates at the previous NZASC.
- NZAGSB Chairperson.
- One other NZAGSB member, drawn by lot.

All members of the RBM nominating committee will be sent profiles of the nominees in advance of NZASC. After selection by the RBM nominating committee, the whole NZASC approves the nominee and the name is put forward to NZAGSB for appointment at the next NZAGSB meeting.

*Guideline Regional Board Member (RBM) (CN-4) available from NZAGSO.*

### **National Archivist**

The purpose of the National Archivist is to preserve the experience, history and memorabilia of the Al-Anon fellowship in New Zealand. This history should be preserved so as to be available to the membership and the serious researcher, within the framework of our Traditions, for the good of Al Anon as a whole.

### **What to keep and what to build on:**

- Minutes of the Executive Budget Committee meetings and NZAGSB meetings.
- Long-time member interviews and recordings.
- Editions of *The NZ Al-Anon Messenger* and its earlier formats.
- Program flyers where we participate at the annual AA National Conventions.
- NZASC summaries.
- Photographs of important events.
- Copies of media coverage of Al-Anon in NZ.

The extent of archival holdings depends largely on space. Common sense is a key factor in determining what history is, what will be history in the future and what can be discarded.

NZAGSB may at any time appoint one person to the role of National Archivist and may at any time remove a person from that role.

### **National Archivist's Duties**

The National Archivist shall:

- Manage the archives held at NZGSO including the basic functions of appraisal, disposition, accessioning, preservation, arrangement, description, reference guides and exhibitions of the non-current records of NZAFG.
- Clearly identify archived material with records as to dates and the identity of people, places and events.
- Be responsible for making archived material available as appropriate to the fellowship and the serious researcher.
- Work to convert storage of archived material to electronic format where practicable.
- Seek to provide a search system to facilitate easy location of archived material.
- Prepare quarterly reports for the NZAGSB meetings and an annual report for NZASC.
- Consult through the General Secretary with the Executive Budget Committee on budgetary matters.

### **Interviews**

Interviews with long-time members are a valuable and interesting resource to be held as archived material. Long-time members may be asked to recall early experiences and may be invited to participate in a recorded interview. Whether written or recorded, the topics may vary but may often include recollections of early group development and their own personal recovery stories.

### **National Website Coordinator**

The purpose of the National Website Coordinator is to coordinate between NZAGSB and persons delegated responsibility for routine updating of the



NZAFG website or persons contracted to maintain, improve or upgrade technical aspects of the NZAFG website and to ensure compliance with NZAGSB decisions and directions.

NZAGSB may at any time appoint one person to the role of National Website Coordinator and may at any time remove a person from that role.

### **National Website Coordinator's duties**

The National Website Coordinator shall:

- Routinely monitor the NZAFG website.
- Coordinate with the Executive Budget Committee Chairperson as to appropriate supervision and direction of the work of the office manager relating to routine updating of meetings information and everyday information on the NZAFG website.
- Coordinate with persons contracted to provide technical website maintenance of the NZAFG website.
- Coordinate with other NZAGSB members as to any desired updates to the NZAFG website content relating to their respective areas of responsibility.
- Report to NZAGSB meetings and NZASC.

The National Website Coordinator may:

- Present to NZAGSB suggestions to improve, and when necessary rebuild, the NZAFG website.

### **International Al-Anon General Services Meeting**

The purpose of the IAGSM is to share the experience of Al-Anon national services around the world through their IAGSM Delegates. It will attempt to encourage the growth of a sound service structure in accordance with the Twelve Concepts of Service while maintaining worldwide unity through the application of Al-Anon Traditions. It can also represent an expression of a worldwide group conscience. Ultimately this leads to the primary purpose of Al-Anon as a whole to seek the best way to carry the Al-Anon message of recovery to families and friends of alcoholics amidst cultural and language difficulties.

## **International Al-Anon General Services Meeting Delegate (IAGSM Delegate)**

The IAGSM Delegate is an Al-Anon member who represents NZ at the IAGSM held every two years. The IAGSM Delegates contribute the experience of our national services to the IAGSM thus playing a part in international decisions made there, and bring back knowledge helpful to our service structure.

Preferably two IAGSM Delegates attend the IAGSM with one having attended a previous IAGSM. IAGSM Delegates are appointed by NZAGSB from members who have served at least three consecutive years at NZAGSB level (and preferably are currently serving). Appointment is subject to the approval of NZASC. IAGSM Delegates serve for a term of four years appointed on a rotational basis every two years. If an appointed IAGSM Delegate is prevented for any reason from fulfilling the assignment to attend the IAGSM or from completing a four year term then that IAGSM Delegate can be replaced by an Alternate IAGSM Delegate appointed by NZAGSB when required.

### **IAGSM Delegate Qualifications:**

- Have served at least three consecutive years, and is preferably currently serving, at NZAGSB level.
- Have first-hand knowledge of the service structure.
- Be knowledgeable of NZAGSO's current activities.
- Have been an Al-Anon Family Group member for at least five years.
- Be actively involved in service, preferably a current member of NZAGSB but otherwise as volunteer staff, or a member of a Selected Committee.
- Have leadership qualities and organisational abilities.

### **IAGSM Delegate Responsibilities:**

- Answer all relevant IAGSM communications and promptly submit all information and reports asked for.
- Read IAGSM brochure and other literature thoroughly.

- Attend all IAGSM meetings and take notes.
- Vote on any decisions at the IAGSM.
- On return from IAGSM pass on a full written or taped report to NZAGSO and NZAGSB and reports in person on items of special interest to both.
- As members of NZAGSB attend NZASC and answer any questions arising from the report.

### **IAGSM Delegate Finance**

IAGSM Delegates' travel expenses are paid by NZAGSO, and are partly refunded by the WSO. In keeping with the principles of Tradition Seven the IAGSM supports the WSO's plan to make this meeting more self-supporting by gradually increasing the IAGSM Delegates' equalised expenses over the years with the ultimate goal of the meeting being self-supporting.

Delegates submit the following IAGSM travel expenses to NZAGSO for reimbursement:

- Return economy airfare – from NZ to IAGSM venue.
- Ground transportation costs to and from airport at both ends of journey.
- Travel insurance for up to 10 days.
- Departure Tax.
- Reasonable costs for accommodation for up to 2 nights each way and transfers between airports and hotels.

Delegates should provide copies of receipts where possible for the expenses.

Where a different airfare is booked from the basic return airfare to the IAGSM (eg to include diversion for a holiday), the Delegate should provide a quote for the basic airfare for reimbursement purposes.

Only the basic airfare and ground transportation costs at each end can be claimed back from the WSO as part of the equalised expenses. The Delegate submits a claim form for travel expenses to the IAGSM

administration on arrival at the IAGSM. The Delegate should submit copies of receipts for the expenses with the claim form.

### **World Service Conference**

The WSC is composed of one Delegate from each Assembly Area in the USA and Canada, the members of the Board of Trustees, the Executive Committee, selected committee Chairpersons and the voting members of the WSO Administrative Staff.

The WSC protects Al-Anon against a service breakdown: it makes for unity and enables our fellowship to act as a whole upon important matters. General Service Structures outside the USA and Canada are invited to send a representative at their own expense, who would have voice and no vote.

If at any time the NZASC considers that it would be advantageous to our development to send a representative, it would elect a WSCR from nominations put forward by NZAGSB.

### **WSCR Qualifications**

- Currently serving or have served three consecutive years at NZAGSB level.
- Have first-hand knowledge of the service structure.
- Be knowledgeable of NZAGSO's current activities.
- Have been an Al-Anon Family Group member for at least five years.
- Be actively involved in service, preferably a current member of NZAGSB but otherwise as volunteer staff, or a member of a Selected Committee.
- Have leadership qualities and organisational abilities.

### **TEAM Events**

A TEAM event is a partnership between an Area and NZAGSB, requested by the Area.

Areas can combine to request a TEAM event.

TEAM events are intended:

- To give NZAFG members opportunities to meet NZAGSB members and to learn more about NZAGSO, the various NZAFG service arms and the NZAFG service structure.
- To help members to better understand Al-Anon's Twelve Traditions, to practice Al-Anon's principles and to participate more fully in the 'service' part of Al-Anon's three legacies.
- To be flexible in timing and responsive to the needs of the Areas. The Area requesting the TEAM event initially suggests the timing and length of the event and suggests presentations and/or workshops on topics of interest to the Area. Such presentations and workshops can be run by NZAGSB members or co-presented with members from the participating Area.

To get the full benefit of TEAM events at least six hours presentation time in a day should be allocated to NZAGSB members. TEAM events can be part of events whether whole day events or weekend events.

When a request is made for a TEAM event it is preferable that a date at least six months in the future be suggested.

Where possible TEAM events are to be designed to fit in with what the Areas want. An event may be held in conjunction with an Area Assembly or may be a stand-alone event if the Area prefers.

Any Area can request a TEAM event. NZAGSB has agreed to fund two NZAGSB members to attend and assist in the facilitation of any event. Other NZAGSB members may attend at their own cost. The decision as to who attends on behalf of NZAGSB is made by NZAGSB after considering the topics requested and the ability of NZAGSB to provide.

If NZAGSB receives multiple requests for TEAM events in any one financial year NZAGSB will consider whether it is able to provide multiple events.

### **How Does It Work?**

At an Area Assembly the Area decides that they would like to request a TEAM event and what topics they wish the requested TEAM event to cover. Ideally the Area Committee will consult with the RBM through the Area Delegate to list the subject matters they would like addressed at the requested event (e.g. financial planning, IAGSM presentations, conflict

resolution, leadership, how NZAGSO operates, Traditions and Concepts workshops or any other Al-Anon related topics).

The Area Delegate and the Area Chairperson will usually complete the [Ctrl+Click to access the TEAM Event Request Form \(save before editing\)](#) and send it by email to the [generalsecretary@al-anon.org.nz](mailto:generalsecretary@al-anon.org.nz).

When NZAGSB agrees to provide a TEAM event the Area and NZAGSB develop an agenda suited to the Area's needs and likely to expand members' understanding of our national and worldwide fellowship.

### **What Areas Need To Do**

- Provide a single point of contact (preferably the Area Delegate) for communications with the General Secretary.
- With the request, provide an initial proposed agenda including a list of topics the Area would wish to have included.
- Suggest a suitable proposed venue that can be kept warm in winter or cool in summer.
- Confirm that the suggested venue will have comfortable chairs (because people will probably be sitting for a period of time).
- Confirm whether the suggested venue will have available:
  - Smaller rooms to allow for smaller group work (however not essential).
  - Access to electronic equipment (eg: data projector – screens) for presentations and/or workshops (many NZAGSB members will use laptops). NZAGSO can lend a projector and screen to Areas at no cost except the cost of a courier getting it to the venue and returned to NZAGSO. Presentations are likely to use the electronic format.
  - A credible sound/speaker system for people presentations.
  - A facility for making coffee/tea.
- Accept responsibility for:
  - Catering for all meals for the requested event or alternatively confirm that there are package food outlets close to the suggested venue.

- Attendance at the requested event.
- Publicity for the requested event (NZAGSO will put it on the calendar of events, in *The NZ Al-Anon Messenger* and on the NZAFG website when supplied by the Area with the relevant information)
- All costs relating to the running of the event including venue hire, food, tea and coffee and local travel and accommodation for attending NZAGSB members (where practicable NZAGSB members can be billeted by local members). NZAGSB will meet costs of flights for NZAGSB members to the local airport). The Area will retain all income generated by the event (including registration contributions and Tradition 7 contributions).
- After the TEAM event, hold a final Area meeting to evaluate the TEAM event and submit a written report of the evaluation to NZAGSB together with any helpful suggestions for future TEAM events. Subjects addressed in the report might include:
  - Length of the event (e.g. 6 hours).
  - Topics covered.
  - What worked for the Area and what didn't work.

### **Taking an NZAGSB Inventory**

*Taking a periodic, and preferably annual, NZAGSB inventory helps to keep NZAGSB healthy and invigorated. NZAGSB can use the inventory to identify progress and address major or minor concerns before NZAGSB unity is disrupted.*

### **My View of NZAGSB:**

1. Does NZAGSB devote enough time to forward thinking and evaluation?
2. Does NZAGSB refrain from discussing administrative matters?
3. Do NZAGSB members receive information in sufficient time prior to meetings?
4. Do NZAGSB members make a sincere effort to be informed on all agenda items prior to meetings?

5. Are NZAGSB discussions pertinent to Al-Anon as a whole (not special interest groups)?
6. Do NZAGSB members focus on the Mission and Vision for Al-Anon Family Groups?
7. Are NZAGSB meetings run well (focussing on appropriate issues and engaging all NZAGSB members to ensure that all voices are heard)?
8. Do NZAGSB meetings start and end on time?
9. Does NZAGSB hold executive session discussions in confidence?
10. Does NZAGSB have a good balance between written and verbal reports, spend adequate time discussing reports and benefit from new thoughts and ideas coming from discussing reports?
11. Does NZAGSB foster teamwork by using differing opinions as a starting point towards developing solutions and consensus?
12. Are NZAGSB member's active advocates who articulate the Mission and Vision Statements to the fellowship?
13. Do NZAGSB members utilise the Strategic Plan?
14. Do NZAGSB members weigh all decisions in terms of what is best for Al-Anon Family Groups?
15. Do NZAGSB members decide on a course of action as an entire Board?
16. Do all NZAGSB members always support all Board decisions so that NZAGSB always speaks with one voice?
17. Does NZAGSB utilise work groups, task forces and thought forces with clear charges to save time by performing detailed and time-consuming work that could not be accomplished as efficiently by the full Board?
18. Does NZAGSB annually assess its role and evaluate its performance and the performance of its Selected Committees and special workers?



19. Does NZAGSB provide visibility and accountability of NZAGSB to the membership?
20. Does NZAGSB ensure legal compliance and ensure fiscal oversight?
21. Does NZAGSB provide adequate Board development?
22. Is NZAGSB an appropriate size?
23. Does NZAGSB have effective processes to identify, select, recruit, orient and integrate prospective new NZAGSB members?
24. Do all NZAGSB members respect the rights of fellow NZAGSB members to disagree and handle disagreements without damaging relationships?

### **NZ AL-ANON SERVICE CONFERENCE (NZASC)**

Al-Anon's Tradition Two states "*For our group purpose there is but one authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants - they do not govern.*"

NZASC makes the group conscience available and effective for all Al-Anon. It is the practical means by which the group conscience can speak; it is the voice of Al-Anon and the guarantee that our services shall continue to carry on under all conditions.

NZASC protects Al-Anon and Alateen against a service breakdown; it makes for unity and enables our fellowship to act as a whole upon important matters. This makes it the principal guarantor of Al-Anon and Alateen's harmony and survival. NZASC is primarily a service body for Al-Anon in NZ and meets annually. All NZASC members are servants of NZ Al-Anon.

The WSC is responsible for Al-Anon worldwide and will always be the senior Conference.

### **NZASC Composition**

- An Area Delegate from each Area in NZ.
- All NZAGSB members.

The Area Delegates do not represent local interest and pressures. They reflect Area opinion but are not bound by any directives from groups.

## **NZASC Observer**

Is a representative of an Area without an Area Delegate and attends NZASC under the following conditions:

- Attends NZASC as an observer subject to the agreement of NZAGSC.
- Is an observer for one year, then ceases to have a seat at NZASC.
- Application from the Area to seat an observer to reach NZAGSO by 31 March.
- Has voice but no vote.
- All expenses are paid by the Area.
- Other countries may send observers; however, they pay their own expenses.

## **How NZASC Works**

- NZASC is authorised to pass resolutions, or direct Selected Committees to further study.
- A majority vote by NZASC is a suggestion only to NZAGSB and NZAGSO but a two-thirds (2/3rds) majority vote is binding upon them, subject to the provisions of Concept Seven (The Trustees have legal rights while the rights of the Conference are traditional).
- NZASC makes the final decisions on overall policy matters. NZAGSB, NZAGSO and Selected Committees are service arms of NZASC and a minority part of the whole.
- ***The Area Delegates are a majority part of NZASC.***
- While NZASC can issue orders to NZAGSB, it can never mandate nor govern the Al-Anon fellowship which it serves. NZASC represents the NZ Al-Anon membership but does not rule it.
- NZASC acknowledges the primary administrative responsibilities of NZAGSB which has power to veto any suggestion voted by NZASC that proves to be totally impracticable.

- NZASC members have access to the Conference Summary through the NZAFG website as soon as possible after the close of NZASC.

### **Typical NZASC Activities:**

- Conference Committee Chairperson greets the members and introduces the NZAGSB Chairperson who welcomes them to NZASC.
- Discussion of the reports of Selected Committees and other service arms.
- Retiring Area Delegates are given an assignment to speak on an Al-Anon subject.
- Arranges any necessary elections.
- Considers the financing, and election of IAGSM Delegate(s) to attend the biennial IAGSM meeting.

### **NZASC Agenda**

Is compiled by the Conference Committee from suggestions sent by NZASC members. Items might include:

- Any action proposed by NZAGSB affecting Al-Anon as a whole, to be presented for NZASC debate and approval.
- Deviations from Al-Anon Traditions in NZ which might seriously affect Al-Anon as a whole.
- Questions and decisions in the field of overall Public Outreach.
- State of voluntary contributions and how non-contributing groups can be better informed.
- Consideration of any local problem that affects Al-Anon as a whole.
- Requests for guidance from NZAGSB and NZAGSO.
- How returning Area Delegates can best serve their respective Areas.
- Workshops on service functions.
- Matters concerning NZASC procedure, structure and function.
- Consideration of revised literature for use in NZ service structure.

## **NZASC Voting Procedure**

- The Conference Chairperson will explain the voting procedure at the beginning of NZASC.
- All Area Delegates have voice and vote.
- NZAGSB will choose by ballot NZAGSB members to a number not more than half of the number of Area Delegates and those NZAGSB members chosen will have voice and vote. Other NZAGSB members not so chosen will have voice but no vote.
- NZAGSB members balloted out at one NZASC automatically become eligible to vote at the following NZASC, the remainder are then balloted.
- Warranty Three: That all decisions be reached by discussion vote and whenever possible by unanimity; i.e. unanimity is two-thirds (2/3rds) of those members voting.
- A suggested voting procedure is by written ballot for personnel and by show of hands for principles.

## **NZASC Finances**

### ***General NZASC expenses***

The operating expenses of NZASC, excluding the Area Delegates' equalised costs, are met by the General Services fund.

All groups reap the benefit of NZASC and are asked to respond generously to the biannual appeals.

### ***Area Delegates' equalised expenses***

All Area Delegates' expenses of travel and accommodation are estimated then divided by the number of Area Delegates attending NZASC.

This equalised amount becomes the Equalised Conference Contribution payable by the Area to NZAGSO by 31 December each year.

The Area Delegates advise NZAGSO of their travel costs to NZASC in order for payment to be made.

Overseas observers cover all of their own expenses.

**Note:** An Alternate Area Delegate who attends NZASC is an Area Delegate for that NZASC, and all conditions apply.

## **NZ AL-ANON SERVICE CONFERENCE CHARTER (NZASC Charter)**

### **Introduction**

The NZASC Charter is a body of principles and relationships through which Al-Anon in NZ can function as a whole. The provisions of the document are not legal, but traditional, since NZASC is not incorporated. This Charter is an informal agreement between Al-Anon in NZ and its Service Arms.

### **Charter**

#### **1. Purpose**

- a) To be the guardian of Al-Anon NZ services and Al-Anon's Twelve Traditions.
- b) To be a service body, not a government.

#### **2. Composition of NZASC**

- a) Representatives from Areas in NZ.
- b) NZAGSB.
- c) Observers from other countries may attend NZASC by arrangement with the Conference Committee and at their own expense.

#### **3. Relation to Al-Anon**

- a) NZASC acts for Al-Anon in the perpetuation and guidance of NZ Services.
- b) NZASC is a vehicle by which Al-Anon can express its view on policy and note deviations from Traditions.
- c) Area Delegates are free to vote as their conscience dictates and not necessarily as instructed by the Areas.
- d) No changes are to be made in the Steps, the Al-Anon or Alateen Traditions the Concepts of Service (except the descriptive text) or the General Warranties of the Conference Charter (item 12)

without written consent of three-quarters (3/4) of the Al-Anon groups throughout the World.

- e) Wording in the NZ Charter may be changed by the vote of three-quarters (3/4) of NZASC members; however, the protection afforded the Al-Anon and Alateen Traditions, the Steps, the Concepts of Service and the General Warranties in item 3d may not be taken away or lessened by NZASC vote.
- f) The NZ Charter may be changed (with the exception of item 3d and 3e and item 11) by the vote of not less than three-quarters (3/4) of NZASC voting members.

#### **4. Relation to NZAGSB**

- a) A vote of not less than two-thirds (2/3rds) of NZASC members in attendance with vote is binding upon NZAGSB.
- b) The above does not affect legal obligations of NZAGSO in conducting routine business.
- c) A vote of not less than three-quarters (3/4) of NZASC members in attendance with vote may bring about a reorganisation of the service arms if or when it is deemed essential and may request resignations and nominate new NZAGSB members. For this purpose only, the number of NZAGSB members voting shall be limited to one quarter (1/4) of the total NZASC vote.

#### **5. Area Assemblies: Purpose of**

- a) Assemblies convene at least three times every year and as often in between as is deemed necessary for the purpose of electing Assembly officers, an Area Delegate and an Alternate Area Delegate.
- b) Assemblies are concerned primarily with New Zealand service affairs of Al-Anon within the Area concerned.

#### **6. Assemblies: Composition of**

- a) In each Area elected representatives of all Al-Anon groups desiring participation meet together in a central location.

- b) Areas with large Al-Anon populations may petition NZASC to divide and send an additional Area Delegate to NZASC.

## **7. Assemblies: Preferred Method of Election**

- a) Area Delegates are chosen by a two thirds written ballot or by lot.
- b) Alternates are elected at the same time and for the same term of office.
- c) It is strongly advised that the term of office of the chairperson and other assembly officers follow the same pattern.

## **8. NZASC Meetings**

NZASC meets annually. In a grave emergency, a special NZASC may be called. NZASC members may also be asked to render advisory opinions by post at any time.

## **9. NZAGSB – Composition, Jurisdiction, Responsibilities**

- a) NZAGSB is the Trustee of the NZAFG and is composed of qualified members of the groups. NZAGSB elects its own successors with nominees subject to the approval of NZASC or a committee thereof.
- b) NZAGSB is the chief service arm of NZASC which is the guardian of Al-Anon's Twelve Traditions. Except for decisions affecting the whole of Al-Anon NZ, NZAGSB has entire freedom to conduct the routine policy and business affairs of NZAGSO and may appoint suitable committees when necessary.
- c) If any subsidiary services are later formed, NZAGSB will be primarily responsible for their policy and financial integrity.
- d) The guidelines of NZAGSB and any amendments thereof are always subject to approval of NZASC by a two-thirds (2/3rds) vote of NZASC members in attendance with vote. Such suggested amendments must be notified to the Conference Committee in advance of NZASC in time for them to be included in the agenda.

- e) Except in great emergency NZAGSB ought never to take an action liable to greatly affect Al-Anon in NZ without consulting NZASC. However it is understood that NZAGSB shall reserve the right to decide which of its decisions may require referral to NZASC.

## **10. NZASC Procedure**

- a) NZASC considers financial and policy reports from NZAGSB, NZAGSO and selected committees.
- b) NZASC members take into consideration all matters affecting Al-Anon in NZ, engage in debate, and pass suitable motions for the direction of NZAGSB and NZAGSO.
- c) NZASC may recommend action in respect of serious deviation from the Al-Anon Traditions and Concepts of Service.
- d) NZASC may adopt procedures and elect any needed officers by a method of its own choosing.
- e) A quorum shall consist of two-thirds (2/3rds) of the members registered at NZASC.
- f) At the close of each yearly session, NZASC shall post a comprehensive summary of its proceedings on the NZAFG website.

## **11. General Warranties**

In all proceedings NZASC shall observe the spirit of the Traditions:

- 1. that only sufficient operating funds, including an ample reserve, be its prudent financial principle;
- 2. that no NZASC member shall be placed in unqualified authority over other members;
- 3. that all decisions be reached by discussion vote and whenever possible by unanimity;
- 4. that no NZASC action ever be personally punitive or an incitement to public controversy;



5. that though NZASC serves Al-Anon it shall never perform any act of government; and that like the fellowship of Al-Anon Family Groups which it serves, it shall always remain democratic in thought and action.

**Note:** The term Al-Anon includes Alateen. Therefore the above Charter applies to all registered Groups, including Alateen.

## **HISTORY OF AL-ANON SERVICES IN NEW ZEALAND**

Al-Anon in New Zealand came into being in the same way and for the same reasons as it did in America. In the beginning wives went along to AA meetings with their husbands. These were usually held in private homes and whilst the AAs were having their meeting, the wives met together in a separate room. Without knowing it they were laying the foundation of the Al-Anon Family Groups.

The first NZ wives group started in Dunedin in 1948 in a private home; other groups began to meet and in 1954 these became known as the Al-Anon Family Groups. The first meeting was on 16 June 1954 at Dunedin. Gradually Al-Anon Family Groups were formed in other towns and cities.

Heather Mac, wife of Ian Mac (founder of AA in NZ), was the inspiration in encouraging the beginnings of Al-Anon Family Groups in NZ. In 1955 Heather wrote to Al-Anon Family Groups Headquarters Inc. in New York and purchased their newly published book Al-Anon Family Groups and some pamphlets.

Some national services began with members participating from different Areas.

- 1958 3 October: Oamaru, a get-together was organised, a committee was formed - National Conference Committee
- 1959 February: National Conference meeting at Palmerston North. A Convention was held for Al-Anon and AA participation arranged by an Al-Anon and AA couple (Phil and Snow).
- 1960 February: National Conference meeting at Arahina Marton held at the same place and time as the annual Convention for Al-Anon and AA.

- 1961 February: National Conference meeting at Lincoln Christchurch. Convention for Al-Anon and AA Lincoln Christchurch
- 1962 February: National Conference meeting at Arahina, Marton. Convention for Al-Anon and AA Arahina, Marton.
- 1963 February: Conference meeting at Lincoln Christchurch. At this Conference the foundation for the future NZ Al-Anon Service Centre structure was established.  
July: Heather visited Auckland and a committee was formed New Zealand Al-Anon Service Centre.  
Convention for Al-Anon and AA Lincoln Christchurch
- 1964 February: NZ Conference of Al-Anon Family Groups meetings were then held alternately between Palmerston North and Christchurch. Convention for Al-Anon and AA at Massey University, Palmerston North. AA met at national level for the first time.
- 1965 February: NZ Conference of Al-Anon Family Groups meeting at Lincoln Christchurch NZASC held a business session. Convention for Al-Anon and AA at Lincoln Christchurch.
- 1966 February: NZ Conference of Al-Anon Family Groups meeting at Palmerston North. AA annual Conference held at Massey, Palmerston North.  
  
August: Biennial meeting of NZASC held at Arahina, Marton
- 1967 February: NZ Conference of Al-Anon Family Groups at Lincoln, Christchurch. NZAS Centre held their annual meeting at same time and venue.
- 1968 February: NZ Conference Al-Anon Family Groups at Massey, Palmerston North.  
August: NZAS Centre biennial meeting at Arahina, Marton.
- 1969 February: NZ Conference of Al-Anon Family Groups at Lincoln, Christchurch NZAS Centre annual meeting same time and venue.
- 1970 February: NZ Conference of Al-Anon Family Groups Massey, Palmerston North

August: NZAS Centre committee meeting at Arahina of service delegates and service centre workers became known as the NZ Al-Anon Service Conference and the February gathering as Convention. Conference became the service arm of Al-Anon in NZ. Convention continues to offer fellowship and the spirit of Al-Anon to all who attend.

- 1971 February: Al-Anon Convention held at Lincoln Christchurch.  
August: At Conference NZASC members discussed the proposal put to them by two Northern Area AA members re meeting at Hamilton for 1974 Convention. Agreement was reached and a letter was sent to the AA committee containing the proviso that it be understood that AA members undertake all responsibility for running this Convention.
- 1972 February: Al-Anon Convention held at Massey, Palmerston North with AA participation.  
August: NZAS Conference held at Arahina, Marton.  
Lois W. co-founder of Al-Anon Family Groups along with her companion Evelyn visited NZ as part of their three month Round the World tour. They arrived on 25 February in Christchurch, flew to Rotorua on the 26th. Four days later they travelled by bus to Auckland and after five days they flew to Sydney on 5 March.
- 1973 February: AA Convention held at Lincoln, Christchurch with Al-Anon participation. NZASC Conference held at Arahina, Marton. WSO requested that NZ Al-Anon Service Centre be re-named NZ Al-Anon General Services.
- 1974 February: AA Convention held at Waikato University Hamilton and Al-Anon members participated.  
June: NZ Al-Anon General Services Conference was held at Wallis House in Wellington and continued to meet annually in Wellington until NZAGSO moved to Auckland in 1985. The Charter was adopted. Trustees were nominated and elected.
- 1975 July: NZ Al-Anon General Service Conference held in Wellington. Al-Anon Convention at Lincoln Christchurch with AA participation. Proposal to review Group Secretary and Group Representative guidelines. The beginning of structure in our groups. IRD agreed to donation exemptions for NZAGS.

- 1976 February: AA Convention held at Massey, Palmerston North with Al-Anon participation.  
July: NZAGS Conference held in Wellington.
- 1977 February: AA Convention with Al-Anon participation, held at Auckland for the first time.  
September: NZ Al-Anon General Services Conference held in Wellington. Conference passed that a Convention secretary be appointed annually from the Area of the next Convention. AA began holding their Annual Convention alternately at Christchurch, Palmerston North, and Auckland. Al-Anon was invited to participate and continues to do so.
- 1978 September: NZ Al-Anon General Services Conference passed that an office be established in Upper Hutt, Wellington. Proposed that NZ Al-Anon write their own Handbook to conform with the World Service Handbook.
- 1979 September: The draft of our first *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* was presented to Conference for approval. The guidelines from WSO, UK and Eire and Australia were used as a guide. The *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* was adopted with unanimous approval for a trial period of three years. Al-Anon's first General Service Office was opened in Upper Hutt, Wellington.
- 1980 September: A new structure which included DRs from nine Districts, three Regional Board Members representing three regions (Northern-Central-Southern), Chairperson of Standing Committees, e.g. Conference, Editorial, Literature, was adopted on a three year trial. An Executive Committee was formed. All services were performed on a voluntary basis. Decision was made to have NZ representation at International Al-Anon General Services Meeting (trial).
- 1981 September: Permission was received to reprint a UK and Eire pamphlet approved by WSO Conference to be entitled Al-Anon Family Groups NZ.
- 1982 August: General Service Office moved to more convenient premises, Trinity House Upper Hutt, on 19 June. The new

structure was accepted and the *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* was adopted by the NZ Al-Anon General Service Conference. Two Delegates were chosen to attend the IAGSM (trial).

- 1983 September: Telephone installed at NZAGSO, Wellington. Secretary to receive payment for services.
- 1984 Conference dates changed to June of each year.
- 1985 NZAGSO staff felt that the office should relocate to Auckland where the greatest concentration of members and groups were. Conference approved the decision and NZAGSO was established in Customs Street, Auckland.
- 1986 NZAGSO moved to larger rooms next door.
- 1987 NZ Al-Anon General Service Conference became NZ Al-Anon Service Conference (dropping 'General').
- 1988 NZAGSO moved to 52 Customs Street where it remained for eight years. NZ Al-Anon Service Conference was held at the Railton Hotel in Auckland.
- 1989 NZ Al-Anon Service Conference held at the Railton Hotel and a trial Budget Committee was approved to be chaired by the Treasurer. Appointed an Archivist.  
NZ Al-Anon Service Conference was held at The Friary, Mt. Roskill, Auckland.
- 1991 Executive Committee and Budget Committee combined and became known as Budget/Executive.
- 1992 NZ Al-Anon Service Conference appointed a Public Information chairperson, introducing a new Standing Committee.
- 1994 NZ Al-Anon General Service Office purchased first computer.  
NZ Al-Anon Service Conference proposed to hold NZ's first Regional Service Seminar the following year and this to be an annual event to develop an awareness for groups to understand the Al-Anon service structure, by using the Twelve Concepts.  
NZ Al-Anon Service Conference approved the division of District Eight into three districts for a one year trial. Area Eight

- (trial). Budget/Executive Committee became the Executive/Budget Committee.
- 1996 First Regional Service Seminar held at Flock House in Palmerston North. NZ Al-Anon Service Conference agreed to trial Area Eight for a further three years.  
NZAGSO relocated to Anzac Avenue, Auckland where the office was equipped with a computer, fax and answer machine. An Archives room was established.
- 1997 The second Regional Service Seminar was held in Christchurch.
- 1998 NZ Al-Anon Service Conference decided that Regional Service Seminars be held biennially. Conference approved the launching of a TV PI campaign for the year 2000. Executive/Budget Committee became the Budget/Executive Committee.
- 1999 NZ Al-Anon Service Conference voted to change the structure in NZ to include Areas. The Literature Committee was instructed to revise the *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* to include the Area structure and also a Suggested Format for a business meeting for Area/District
- 2000 The first TV PI campaign was launched in January. NZAGSB made a decision to open NZAGSO three days a week. It had previously been open two days.
- 2001 Participated in worldwide celebrations of 50 years of Al-Anon, resulting in media articles around New Zealand.
- 2002 In July NZAGSO relocated to 2 Mayoral Drive, Auckland, next to AA Information office.
- 2003 Areas Four and Five combined and now called Four/Five.
- 2004 June. Celebrations of 50 years of Al-Anon in NZ were held with a weekend in Dunedin and other events throughout the country. The Conference was also held in Dunedin to coincide with the celebrations.  
WSO Executive Director Ric B visited NZ
- 2006 WSO Executive Director Ric B and Trustee Doreen D visited NZ to support the service structure.

- 2008 With the present premises due for demolition, NZAGSO moved to new rooms in the Wesley Bicentenary Hall, 78 Pitt St, Auckland.
- 2009 Area Eight elected to abolish division into Districts and operate as an undivided Area. Executive/Budget Chair to attend Conference with voice and no vote for three year trial period.
- 2010 Area Four/Five separated for a three year trial period – back to Area Four and Area Five.
- 2011 AMIAS term and Alateen Minimum Safety and Behaviour Requirements adopted.  
TEAM Events instead of RSS to be trialled for three years.  
In November the First TEAM Event in the entire world outside of WSO was held in Greymouth.
- 2012 Transformation of NZAGSO undertaken and completed.  
Executive/Budget Chair to attend Conference with voice and no vote confirmed after three year trial period.
- 2013 Area Four/Five separation confirmed after the three year trial period.  
NZAGSO to continue with no General Secretary for a trial period.  
Area phone contact numbers were added to the NZAFG website.  
WSO Executive Director Ric B visited NZ
- 2014 The General Secretary role was redefined as a voluntary role for a six year trial period.  
The panels system was disestablished and Delegates entitled to volunteer for various Selected Committees.
- 2016 Conference agreed to send a Delegate to WSC 2017.
- 2017 NZASC was at the Blue Sky Lodge in Kaiapoi, Canterbury.  
NZASC Charter was amended by NZASC 2017 by deleting Article 8 and all reference to Panels.  
The Executive Budget Chair was made a full NZAGSB role.  
Creation of a second national toll free number to separate Twelve Step calls from members' calls to NZAGSO.
- 2019 Rebuilt NZAFG website was launched.

The Te Reo Māori translation of the Serenity Prayer as developed by AA was adopted by NZASC.

Articles 5(a) and 5(b) of the NZASC Charter were amended by NZASC 2019.

NZASC 2019 authorised NZAGSB to work to progressively move guideline documents from the KN-17 into the *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* over a period of time.

2020 NZASC 2020 met virtually over four days due to the COVID-19 pandemic and national lockdown.

NZASC 2020 resolved that the role of General Secretary become a permanent part of NZAGSB.

For the history of Al-Anon's beginning in the USA refer to *Al-Anon/Alateen Service Manual 2018-2021 version two (P-24/27)*

### **Notes and Updates**