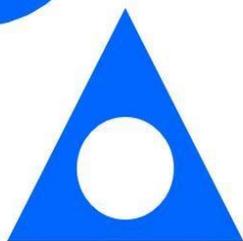


**New Zealand
Al-Anon - Alateen
Service
Handbook
2019**



Al-Anon Family Groups
for families and friends of alcoholics

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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 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

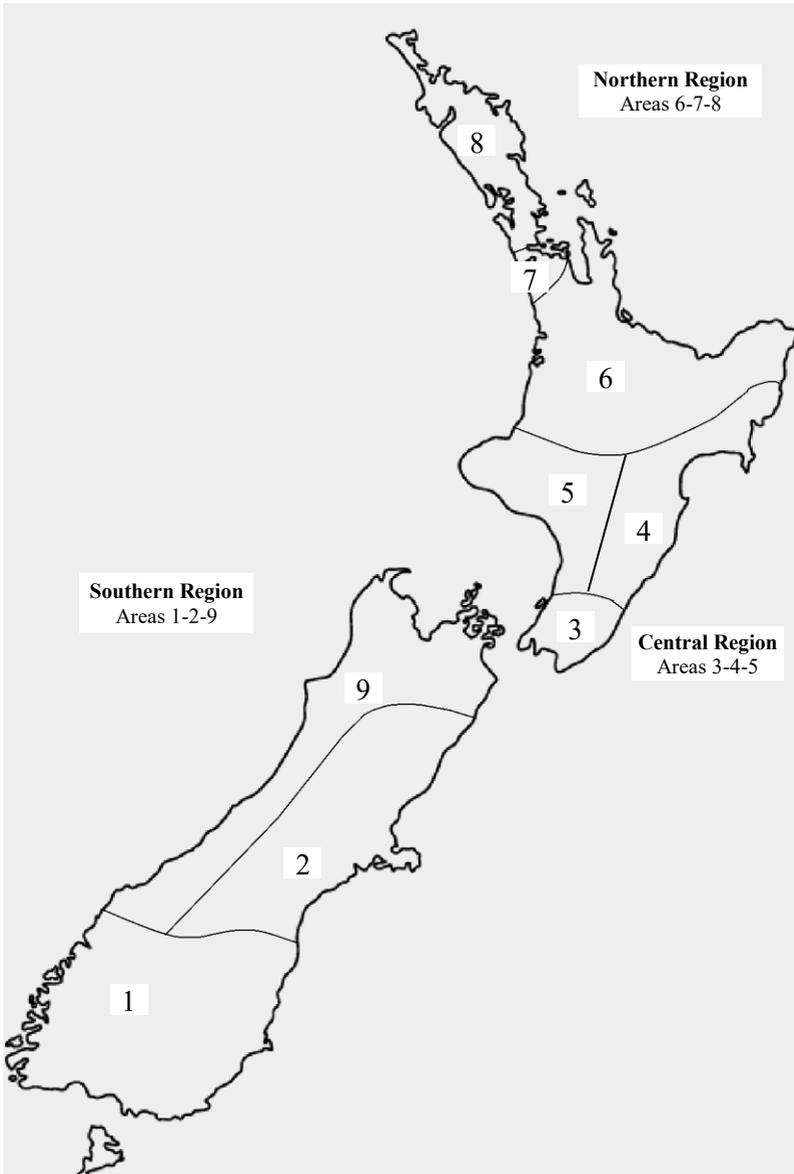
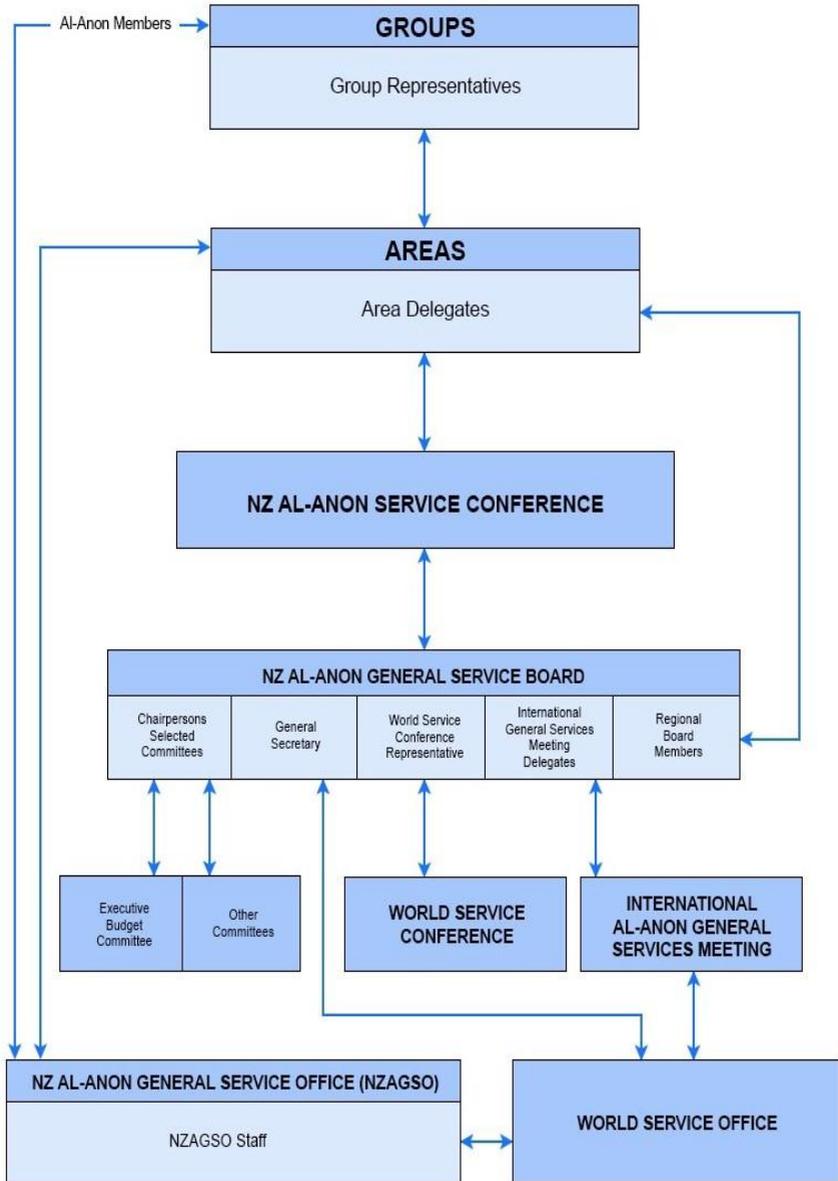


CHART OF AL-ANON STRUCTURE IN NEW ZEALAND



ABBREVIATIONS

AMIAS	Al-Anon member involved in Alateen Service
CAL	Conference Approved Literature
CPC	Co-operating with the Professional Community
General Secretary	The 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 and other Al-Anon members in 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 represents the Area at NZASC and report back to the Area.

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 Committees

A committee to unify a particular service within NZ.

Conference: Organises NZASC.

Editorial: Edits a NZ newsletter or magazine.

Executive Budget Ensures that Al-Anon remains solvent and administers NZAGSO.

Public Outreach: Provides knowledge and generates public goodwill.

Literature: Revises the *New Zealand Al-Anon/Alateen Service Handbook (PN-27)* and adapts WSO Guidelines and pamphlets to suit the NZ Al-Anon structure.

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.

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 the *Al-Anon/Alateen Service Manual*, *New Zealand Al-Anon/Alateen Service Handbook*, Conference Summaries, CAL, archives, staff and volunteers, meeting minutes, letters, etc.

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 A.A.) 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 trusted servants, they do not govern.

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 *P-24 Al-Anon and Alateen Groups at Work 2018-2021 (or P-24/27 Al-Anon/Alateen Service Manual 2018-2021)* at page 54 *Group Problems and Solutions*.

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 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, *P-24/27 Al-Anon/Alateen Service Manual 2018-2021*, the *New Zealand Al-Anon/Alateen Service Handbook (PN-27)*, *NZ Al-Anon Service Guidelines (KN-17)*, 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.

Refer to *Group Secretary/Treasurer (GN-12)* in the *NZ Al-Anon Service Guidelines (KN-17)* for more details.

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 one of the signatories, if group has a cheque account.
- 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 NZ Al-Anon Messenger and WSO The Forum
 - refreshments for the meeting (milk, tea and sugar, etc.)

Refer to *Group Secretary/Treasurer* (GN-12) in the *NZ Al-Anon Service Guidelines* (KN-17) for more details.

Group Representative (GR)

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.

Duties:

- Attends all Area assemblies. If unable to do so the GR can be represented by the Alternate GR with the GR's power to vote.
- Encourages other members to attend these meetings.
- Votes at these meetings on any matter requiring a vote.
- Informs the group of the outcome of these meetings.
- Contacts the Area Delegate about any group problems or difficulties.
- Is familiar with the Al-Anon/Alateen literature and the *New Zealand Al-Anon/Alateen Service Handbook* (PN-27).
- 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 WSO 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.

Refer to *Group Representative* (GN-11) in the *NZ Al-Anon Service Guidelines* (KN-17) for more details.

Alternate GR

If a group also has an Alternate GR the above 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.
- Uses "The Best of Public Outreach" (P90) as a guide for projects and activities.
- Keeps group members informed of all Public Outreach activities.
- Is familiar and up-to-date with the NZ PO tools (found on our 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 A.A. 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. A dual member is not eligible to serve as GR or for other service position beyond

the group.

See also P-24/27 *Al-Anon/Alateen Service Manual 2018-2021* at page 82.

Alateen

Alateen is an integral part of Al-Anon using the same meeting format. Alateen meetings must at all times have in attendance two AMIAS sponsors who are active Al-Anon members.

Refer to *Organising an Alateen Group* (GN-19) in the *NZ Al-Anon Service Guidelines* (KN-17).

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.

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	see page 8
The Twelve Traditions - Al-Anon	see page 10
The Twelve Traditions - Alateen	see page 11
The Twelve Concepts of Service	see page 12

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 Board Newsletter, information received through the Area Delegate and the service structure, matters of interest from WSO *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, refer to *Suggested Programmes for Al-Anon/Alateen Meetings* (GN-13) in *NZ Al-Anon Service Guidelines* (KN-17).

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 2, and the Chart of Al-Anon Structure in NZ page 3.

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 – see page 46.

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 loners and to give guidance in local Public Outreach.

Any Al-Anon or Alateen member is welcome to attend Area meetings, 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 Assembly and the groups, and to inform and unify the groups in the Area.

Each committee member should study this *New Zealand Al-Anon/Alateen Service Handbook* (PN-27) together with the Traditions, Concepts, P-24/27 *Al-Anon/Alateen Service Manual 2018-2021*, and *NZ Al-Anon Service Guidelines* (KN-17), which they will find should solve any problems they encounter. The committee submits questions that cannot be resolved at the Area level to NZASC through the Area Delegate.

The committee meets whenever the need arises to develop the Assembly agenda, to discuss Area affairs, initiate projects and make recommendations to the Assembly. It is difficult for an Area to function properly and effectively unless the committee meets regularly.

All committee members, except the Alternate Area Delegate, may vote at the Area Committee meetings.

When an AA Area Assembly is held in the Area, the committee will be asked by the Area Delegate to take responsibility for Al-Anon/Alateen participation. Refer for details to the guideline *Al-Anon/Alateen Participation in AA Conventions and AA Assemblies* (GN-3a)

Composition

The Area Committee consists of the officers of the Assembly, coordinators of special services, Delegate, and Alternate Delegate.

Assembly officers:

- Area Chairperson
- Area Secretary
- Area Treasurer

Coordinators of special services:

- Area Public Outreach Coordinator
- Literature Officer
- Coordinators of other special services (e.g. Archivist, Alateen, Newsletter Editor)

and:

- Area Delegate
- Alternate Delegate (voice and no vote)

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. See page 36 for recommended voting procedure. 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. Ideally the rotation of the Area Committee members should be staggered and an officer should not hold any role for more than two consecutive terms. If no current serving GR is available, a former GR or other experienced member may be nominated by a group.

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.

If the Area Chairperson resigns, the Area Committee names a temporary Area Chairperson or the Area Delegate may serve as Area Chairperson until an election can be held.

A member who fills a temporary vacancy may then be elected for a three-year term from the time of election.

A member who holds a committee position in one Area may not simultaneously hold a committee position in another Area.

Area Chairperson

- An 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.
- The Area Chairperson calls and conducts all assemblies and Area Committee meetings during the three-year term of office.
- The Area Chairperson asks the Area Secretary to send out notices of all meetings to the Area Delegate, the Alternate Area Delegate, Area officers, and all voting members (GRs).
- The Area Chairperson, 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.
- The Area Chairperson calls meetings of the Area Committee, preferably at regular intervals, to discuss Area matters.

Area Secretary

- The Area Secretary compiles a complete mailing list of all GRs, and Area Committee members and keeps it up to date.
- The Area Secretary sends out all notices of Assembly and Area Committee meetings.
- The Area Secretary attends to all regular secretarial work.
- The Area Secretary takes minutes of all meetings and records them in a permanent minute book to be passed along to the successor.
- The Area Secretary 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 assemblies to

all GRs, all Area Committee members and NZAGSO soon after the assembly.

- The Area Secretary sends to NZAGSO the names and addresses of the Area Committee.

Area Treasurer

- The Area Treasurer handles all Assembly collections and funds. Areas are encouraged to have a budget that includes regular contributions to NZAGSO.
- At least once a year the Area Treasurer 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 the Area Treasurer forwards to NZAGSO the equalised sum for the Area Delegate's Conference Fee.
- The Area Treasurer pays all bills for expenditure approved by the Area Committee. It is a sound business practice to have four members authorised to sign cheques; two signatures should be required on every cheque.
- The Area Treasurer issues receipts to GRs for any contribution made on behalf of the group for the Area expenses.
- The Area Treasurer makes quarterly written financial reports to the Area Committee and reports to the Assembly.
- See also Area Finances page 35.

Area Public Outreach Coordinator

- The Area Public Outreach Coordinator initiates and implements PO projects using 'The Best of Public Outreach' (P90) as a guide and encourages participation from group members.
- The Area Public Outreach Coordinator keeps the Area Committee informed of all Public Outreach activities.
- The Area Public Outreach Coordinator maintains communication with the Area Delegate and the Group Public Outreach Coordinators.
- The Area Public Outreach Coordinator is familiar with the NZ PO tools (found on our NZAFG website) and uses those tools where possible.

- The Area Public Outreach Coordinator encourages members to always use our full name “Al-Anon Family Groups” in the public arena.

Area Literature officer

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

Area Archivist

- The Area Archivist coordinates archival activities in the Area
- The Area Archivist assumes responsibility of collecting and storing the Area’s archival material
- The Area Archivist 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
- The Area Archivist maintains final responsibility and authority for use of the archives
- The Area Archivist maintains communication with the Area Committee, and/or the Area archives committee, and NZAGSO archivist
- The Area Archivist establishes policies and procedures for the collection, preservation, arrangement, storage and use of the Area archives
- The Area Archivist ideally has familiarity with archival procedure

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

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 the *P-24/27 Al-Anon/Alateen Service Manual 2018-2021* 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.

An Area Delegate who misses two consecutive Area assemblies, or fails to fulfil the responsibilities listed below, is replaced by the Alternate Area Delegate for the remainder of the term. The replacing 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.

Duties in the Area

- The Area Delegate welcomes new groups and loners to the Area as soon as notified of them by NZAGSO and offers any help the new groups or loners need. At the same time the Area Delegate gives the Area secretary details of new groups and other changes in the Area.
- The Area Delegate reminds the secretary of new groups which have not registered with NZAGSO to do this.
- The Area Delegate helps the groups to understand and apply Al-Anon's Traditions which guide all our affairs.
- The Area Delegate keeps contact with the GRs in order to become conversant with groups' opinions and problems, which can then be discussed at Area assemblies.
- The Area Delegate 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 17.
- The Area Delegate visits and reports to the groups in the Area.
- The Area Delegate attends all Area Committee meetings.

- The Area Delegate acts as the link between the Area committee and NZAGSO.
- The Area Delegate 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.
- The Area Delegate 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, the Area Delegate 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.
- The Area Delegate may serve as a contact for public inquiries within the Area if the PO coordinator is unavailable.
- The Area Delegate 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 the Area Delegate submits to NZAGSO by 30 April, the nomination and RBM profile, or notification that the Area does not have a candidate.
- Some Areas may elect the retiring Area Delegate as chairperson of the Area. Other Areas use the Area Delegates' experience by electing or appointing them as Area coordinator of a special service (e.g. Alateen, Archives, Co-operating with the Professional Community, Institutions, NZ AI-Anon Messenger, Literature and Public Outreach).

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.

At NZASC

- The Area Delegate attends all sessions of NZASC to be able to consider carefully the issues brought up, vote intelligently on them, and thus help to guide the trustees in making decisions.

- The Area Delegate tries to get a clear and comprehensive picture of the NZ fellowship to bring back to groups.
- The Area Delegate learns facts and figures and, even more important, gains a vision of a great movement in action.
- The Area Delegate 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.
- In order to broaden the scope of certain selected committees at NZAGSO, Area Delegates are invited to choose which selected committee best matches their interests, are seconded to those selected committees, can attend meetings for these selected committees and may be consulted, by correspondence, on any related matter.
- The Area Delegate brings issues of concern to the attention of NZASC either through the Conference Committee or directly from the floor in the open NZASC session.

Alternate Area Delegate

- The 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 term, a temporary Alternate Area Delegate is at once appointed by the chairperson from among the GRs to act until a special Assembly can be called to elect a new Alternate Area Delegate.
- The Alternate Area Delegate may serve as the editor of the Area's newsletter or as a reporter and may assume responsibility for briefing the Assembly on Al-Anon structure; this has been found especially helpful for the new GRs.
- In many Areas it is impossible for the Area Delegate to visit all the groups to report on NZASC. Such Areas may be served more adequately by having the Area Delegate and Alternate Area Delegate cover predetermined sections.
- Some Areas have the Alternate Area Delegate appointed Area Chairperson. It has been found that an Alternate Area Delegate could 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.

- Where practicable, the Alternate Area Delegate attends the Area Committee meetings with voice and no vote.

Area Assemblies

Election Assembly

A meeting of GRs, and other Al-Anon members, for the purpose of electing a Delegate to NZASC, an Alternate Delegate, Area Assembly officers and other Area Committee members. An election assembly must convene at least once every three years and be held prior to December 31. The terms of office begin the following January 1.

Interim Assembly

The Area Assembly also meets between elections to receive and distribute reports on Area and NZ service affairs and to review and approve reports of the groups and the Area Committee. All Al-Anon groups are notified of each Area Assembly and invited to attend along with the GRs.

The purpose of the interim Area Assembly is to assure adequate interchange of information and ideas about service activities, not only in the immediate Area, but where national Al-Anon is concerned.

Topics the agenda might include are:

- Approval of Area Assembly minutes.
- Area Chairperson's report on Area Committee since previous Assembly.
- Area Delegate's report on NZASC and/or communication from NZAGSO.
- Area Secretary's report.
- Area Treasurer's report.
- GR time for ideas, opinions and questions.
- Application of the Twelve Traditions of Al-Anon.
- Interpretation of the Twelve Concepts of Service.
- Workshops - intensive discussion in small groups.

- Panel meeting with GRs participating.
- Report on Area newsletter.
- Reports from coordinators of special services: Alateen, Archives, Cooperating with the Professional Community, Institutions, NZ Al-Anon Messenger, Literature and Public Outreach.
- Reports from other committees, such as convention.
- Brief information session on NZAGSO service conducted by the Area Delegate.

General Information for Area Assemblies

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 Delegate. In return the GR informs the group of the outcome of the assemblies.

Various types of Area Assemblies may be held to unite and inform the local groups. An Area Assembly is comprised of the Area Delegate, Area Committee Members, GRs, group members, and lone members. Most Areas meet at regular intervals at least three times a year. Each Area Assembly includes a business session (which is a closed meeting - Al-Anon members only) and may include an additional programme.

Area Business Meetings

See page 35 for suggested business meeting format. The business meeting reviews and approves reports from the GRs and the Area Committee. Some of the other items that are in the Area's range of responsibilities that may be considered in the general business are:

- Survey the need for local services and when required appoint a member or committee to be responsible for a special service, e.g. Public Outreach, Alateen, Institutional groups, etc.
- Discuss ways and means that would accord with Al-Anon's Traditions for the Area and its groups to support NZAGSO and World Services.
- Discuss local deviations from Al-Anon Traditions or problems that local groups or any of the committee may have presented for advice.
- Plan help for loners or new groups within the Areas.

Suggested Additional Programme

- Discussion:
On chosen Al-Anon subjects, led by Al-Anon speakers.

- Workshops:
In which Al-Anon groups pool their experience on such subjects as Sponsorship, Public Outreach, etc. The questions for these should be compiled by the Area Committee after study of CAL.
- Speakers:
GRs on the Steps, Traditions, Concepts or other Al-Anon subjects.

Voting

If a vote has to be taken on any matter, only the GRs can 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. For suggested voting procedure see page 36.

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 equalised expenses for NZASC to NZAGSO
 - Defray the expenses of Area Assemblies, rent, etc.
 - Send regular contributions to NZAGSO.
 - Reimburse Area Delegate's and Area Committee members' expenses.
- See also Area Treasurer page 28.

SUGGESTED FORMAT 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.

Asking members to address the meeting from the front gives everyone the benefit of being able to hear what is said.

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.
- Minutes of the previous meeting, moved and seconded as a true and correct record.
- Amendments if any be discussed and any alterations be noted then accepted and carried.
- Matters arising.
- Correspondence: Area Secretary to read the correspondence and after discussion a motion is put that the inward be accepted and outward approved.
- Financial Report: Area Treasurer presents the financial statement, and if a GR moves that it be accepted (otherwise a GR should move that it be accepted), it is then opened up for discussion and consideration and voted on.
- Group Reports: Group reports. Discussion to follow with GRs given the first opportunity to speak and then opened up to the full meeting.
- Service Reports: Area Delegate, RBM, Public Outreach Coordinator, etc.
- Elections: (For voting procedure see the next section).
- General Business:
- 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

The Area Chairperson will explain the voting procedure, and the meeting approves either a simple majority or a two thirds (2/3rds) vote.

Only GRs as the voting members at an Area assembly may propose motions and 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, the motion is then put to the meeting for a decision and members 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 or provide more detail, etc.)

- The amendment is moved and finds a seconder, if there is no seconder then the motion to amend fails.
- If the motion to amend finds a seconder the amended motion is then discussed and put to the vote.
- If the amended motion is successful then the original motion fails.
- If the amended motion is unsuccessful then the original motion is put to the vote immediately.

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.

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.

The Seventh Tradition suggests: Al-Anon ought to be fully self-supporting.

Refer to the pamphlet *The Seventh Tradition* (SN-21), and the guideline *Al-Anon General Service Office* (PN-28).

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.

NEW ZEALAND AL-ANON GENERAL SERVICE OFFICE (NZAGSO)

Known to most members of NZAFG as “the GSO” it is located in Auckland. It meets the service responsibilities of Al-Anon on a day to day basis. The office is staffed by Al-Anon volunteers and paid staff. Service responsibilities should rotate every three years (this does not apply to paid office staff). NZAGSO is answerable to NZAGSB through the Executive Budget Committee.

What it does

- 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.
- 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.
- Reports its activities quarterly to NZAGSB and annually to NZASC.
- Guides Al-Anon Public Outreach efforts NZ wide.
- Generates cooperation between Al-Anon and the professional community.
- Carries 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.
- Preserves NZ historical Al-Anon/Alateen material, past and present.

Office Manager

An Office Manager may be appointed who will attend to the accounting and administrative requirements of NZAGSO and will report to the Chair of the Executive Budget Committee.

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

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 selected committee Chairpersons;
- appoint Executive Budget Committee and other committees;
- 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 and
- 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.

Length of Service on the Board and Composition of the Board.

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 vacancies occurring because of any NZAGSB members' 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 6 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 AI-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 AI-Anon member can serve for a three-year term or until a NZAGSB member is available, whichever is shorter. In such a case the AI-Anon member has voice but no vote within NZAGSB.
- Appointing selected committee chairpersons who are not members of the Board.
- Varying the composition of and number on the Board.
- Appointing non AI-Anon members to the Board.

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 and with the approval of NZAGSB appoints the chairperson of selected committees and any other service committees as required. Is an ex-officio member of each selected committee.

The NZAGSB Treasurer

Is the financial officer of NZAGSB, shall be responsible for the collection, custody and control of NZAGS funds (subject to the supervision and instruction of NZAGSB), shall keep such books as are necessary to show the receipt and disbursement of all monies and shall be primarily responsible to see that NZAGSO operation is always solvent and that it stays that way in good times and bad. The NZAGSB Treasurer's accounts shall be audited by a Certified Public Accountant at

regular intervals, as directed by NZAGSB. Accounts for the past year and a proposed budget for the coming year shall be presented annually to NZASC for approval. The NZAGSB Treasurer is ex-officio a member of the Executive Budget Committee.

General Secretary for NZAFG (General Secretary)

The Secretary for NZAFG is called the General Secretary and is a full member of the NZAGSB with voice and vote. This position is a voluntary position. The appointee should ideally have a minimum of 10 years active membership in Al-Anon with extensive experience in service both at Area and NZAGSB levels. The term of office is three years and the appointee may be appointed for two consecutive terms. The General Secretary will 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 non-board member to attend a particular meeting of NZAGSB may make this request in writing to the NZAGSB Chairperson giving reasons.

Attendance and Voting at 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.

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.

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.

Cheques shall be signed by two or more NZAGSB members as directed by NZAGSB. Whenever payments by on-line banking are enabled

NZAGSB must be satisfied that adequate financial controls and checks are in place at all times.

Relation 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 (see Concept Seven).

Committees

While NZAGSB holds final responsibility for NZAGSC administration, it should always have the assistance of the best possible selected committees, executives, staff and consultants. This means careful consideration of these 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

Selected committees take care of various elements of our programme. With the approval of NZAGSB, the NZAGSB Chairperson appoints committee chairpersons.

The committee chairpersons recruit their members who are then approved by NZAGSB. The term of the selected committee Chairperson begins immediately following appointment at the Annual Meeting of NZAGSB and continues until the Annual meeting the following year. The term for a Committee member begins September 1 and continues until August 31 the following year.

Area Delegates also serve on a number of these committees.

The following are the current selected committees: Executive Budget, Conference, Editorial, Literature and Public Outreach.

Other selected committees, e.g. Archives, Alateen, Co-operating with the Professional Community (CPC), Institutions, etc. can be appointed as required. NZAGSB has the power to disband or reform a selected committee.

Conference Committee

The Conference Committee is composed of the Conference Committee Chairperson, Conference Committee Host and no more than four other members. The Conference Committee Host to attend 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.

The Conference Committee 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 will advise 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.

Editorial Committee

Compiles a monthly newsletter from personal sharings and service articles supplied by Al-Anon members.

Executive Budget Committee

Is the administrator of NZAGSO with authority granted by NZAGSB to conduct NZAGSO daily affairs. The Executive Budget Committee meets monthly between NZAGSB meetings. NZAGSB Chairperson, NZAGSB Treasurer and General Secretary are each ex officio members of the Executive Budget Committee. The Executive Budget Committee is otherwise composed of the Executive Budget Committee Chairperson

and no more than three other experienced Al-Anon Members. The three other members are appointed by NZAGSB. The Executive Budget Committee 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.

Public Outreach Committee

Is responsible for guiding and leading members nationwide to carry a consistent and attractive message of Al-Anon Family Groups.

Its purpose 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.

The committee can create coordinated national tools for group/member use and encourage members use the PO tool “The Best of Public Outreach” (P90) as a guide.

Making sure we are utilising the PO tools that already exist, including our NZAFG website, and free not-for-profit publicity platforms and even local community noticeboards where meetings are held.

Co-operation with AA is a public outreach tool. AA Conventions and AA Assemblies with NZAFG participation are a good tool for reaching friends and families of alcoholics.

National Health Fairs and Addiction focused events are another way for NZAFG to build name recognition and credibility.

Encourage members to always use our full name “Al-Anon Family Groups” in the public arena.

Other Committees

Convention Committee

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 annually appoints a Convention Committee Chairperson (preferably a RBM) and chooses the theme for Al-Anon's participation. A committee is formed to undertake the work involved in the planning. The Convention Committee Chairperson will liaise with AA. The RBM in whose region the Convention is held will report progress to NZAGSB and submit a comprehensive report to the next NZASC. After the Convention a final meeting should be held for evaluation. Helpful suggestions can then be recorded in the Convention file for the next Convention Committee.

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)

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 Board 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.

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

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.

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.

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.

Finance

IAGSM Delegates' travel expenses are paid by NZAGSO, and are partly refunded by the WSO. In keeping with the principles of the Seventh Tradition 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.

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.

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.

NEW ZEALAND 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.

Composition

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

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

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

- Is authorised to pass resolutions, or direct selected committees to further study.
- A majority vote 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).
- 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 AI-Anon fellowship which it serves. NZASC represents the NZ AI-Anon membership but does not rule it.
- 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 receive the Conference Summary 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 AI-Anon subject.
- Arranges any necessary elections.
- Considers the financing, and election of IAGSM Delegate(s) to attend the biennial IAGSM meeting.

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.

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.

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.

NEW ZEALAND 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 the General Service Board

- 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 & 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 & 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 & 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 Custom 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 Custom 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 8 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. The Board 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 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 8 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 NZAFG website.
WSO Executive Director Ric B visited NZ

- 2014 The General Secretary role was redefined as a voluntary role for a 6 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 deleting Article 8 and all reference to Panels.
The Executive Budget Chair was made a full NZAGSB role.
Creation of a national toll free number for 12 step calls was approved.

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

Notes and Updates