

Al-Anon Family Groups – Annual Update Instructions

NZ Al-Anon Family Groups

The Al-Anon/Alateen group is the basic unit of Al-Anon Family Groups. It is where close personal interchanges take place among members. At group meetings Al-Anon ideas are discussed and applied to specific personal problems. The entire Al-Anon/Alateen fellowship structure exists for the sole purpose of helping the groups help members.

Registration with the New Zealand Al-Anon General Service Office (NZAGSO) ensures a connection with Al-Anon nation-wide. Upon registration, the group can count on the NZAGSO for ongoing support including monthly postal and electronic mailings.

Each group should have a current mailing address and a group telephone contact, along with a regular meeting time and place. This information is then available from group records for communication to those members and newcomers looking for a meeting.

Meeting Information Details

Group Name. All Al-Anon groups are registered with the letters AFG (for Al-Anon Family Group).

Meeting Location is where the meeting is held. The name of the building, followed by a full address.

Location Instructions provide important information about the group; e.g. meeting room number, or direction such as use the back door, etc. Simple steps such as adding signage throughout the building to direct people to the meeting room can also help newcomers.

Meeting Day/Time is the day of the week and time of the meeting.

Phone Contacts for the Public those who list themselves as telephone contacts are willing to be called by someone seeking Al-Anon's help, or others seeking directions or additional information about the Al-Anon meeting.

Member Count is an estimate of the number of members who regularly attend the meeting.

Group Contact Details

A **group email** address, such as ODATD1@xxxx.com, is an email address created to receive the NZAGSO electronic newsletter and other group announcements. A group email address can be created when the group doesn't have a member listed as the CMA, or as an alternative to another member's personal email address. When an individual member's email is used for group mail, enter that in the CMA section below.

Current Mailing Address (CMA)

It is essential to be able to contact the group. Each group needs to have someone who is willing to receive postal and electronic mailings, and take it to the group. The current mailing address may be, but does not have to be, a group officer's address; some groups rent a PO Box. Ideally the CMA needs to be a member who anticipates keeping the same address for at least a year, who has no difficulty in receiving mail at home, and who attends meetings regularly. In this way, the group can be assured of promptly receiving all the material sent from the GSO. The GSO should be notified immediately of any change in the current mailing address in order to provide continuity in receiving information.

An up-to-date CMA assures the group of promptly receiving all mail. So there will be no disruption of mailings please notify the NZAGSO immediately when the CMA changes.

Group Representative (GR)

An Al-Anon or Alateen member represents the group at district and Area Assembly meetings where the groups share information of importance and then brings that information back to the group.