



Al-Anon Family Groups-Tennessee Area 52

Alternate Delegate

Adopted: 05/17/2025

DUTIES

- A. Is familiar with Basic Skills and Knowledge Requirements of All Area Officers and Coordinators.
- B. Is able to step in as Area Delegate in the event the Area Delegate is unable or unwilling to continue in that position.
- C. Maintains communication with the Area Delegate.
- D. Serves as Forum Coordinator for the Area*.
- E. Prepares and distributes the “Area Rotations Calendar” with annual updates.
- F. Facilitates a DR/GR Orientation prior to AWSC and Assembly meetings.
- G. Serves as co-owner with the Secretary the administrative responsibilities for the current communications platform. The administrative responsibilities include adding new members and deleting those who are no longer in service. May delegate this responsibility. (“Owner” is a term used by the current communications platform.)
- H. Serves as Vice Chairperson of the Board of Directors for Al-Anon Family Group – Tennessee and attends Board meetings as required.
- I. Assists officers, coordinators, committees, DR’s, GR’s and Al-Anon members as requested.
- J. Offers to share personal/service story and experience, strength and hope at group and district events as requested.
- K. Encourages new Alateen groups and Al-Anon Members Involved in Alateen Service (AMIAS).

*See Forum Coordinator service position description.