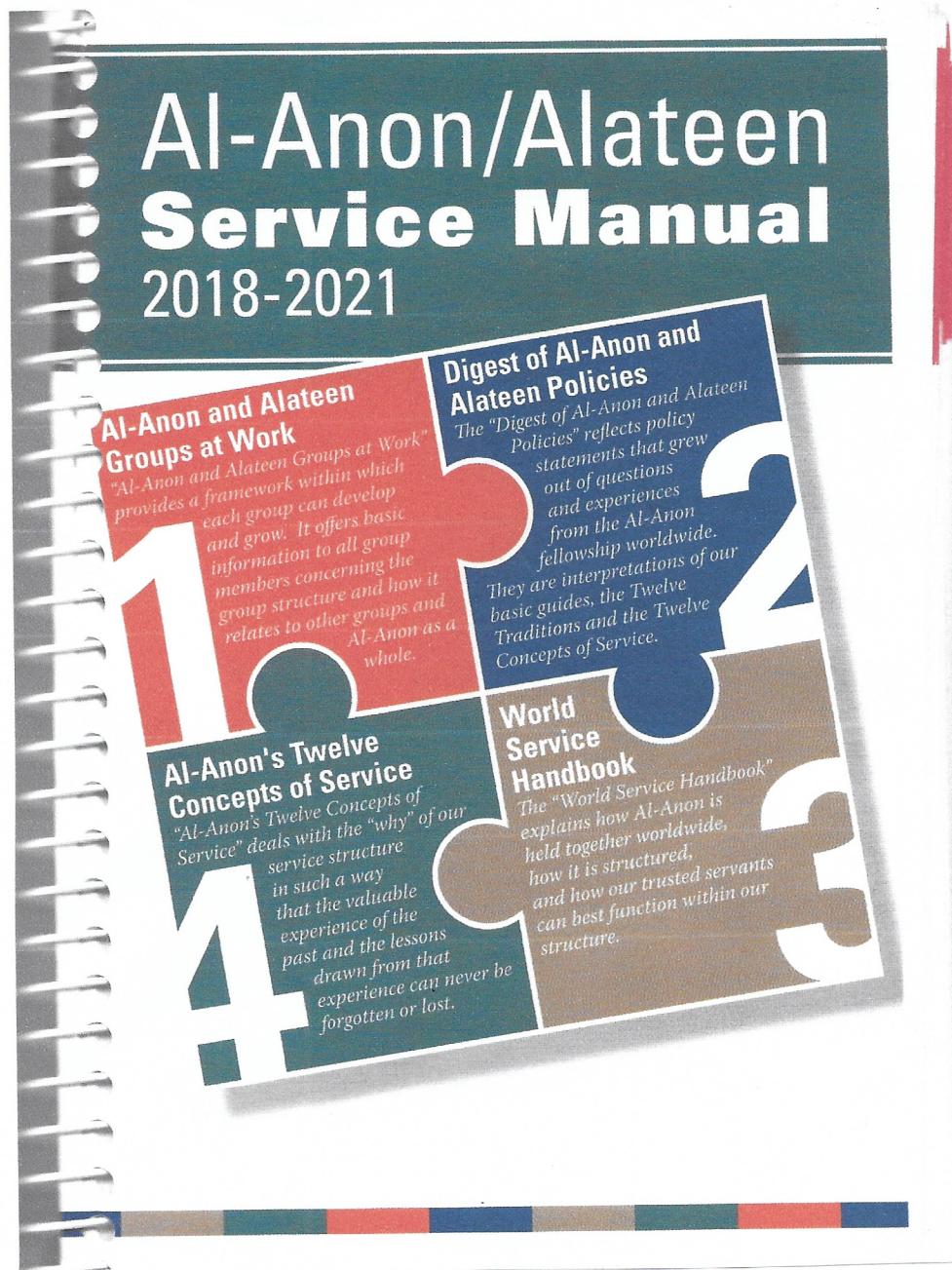


# GR Orientation Packet

## Panel 61

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**Your Companion in Service!**

**-Read Pages 48-61 for Starters!**

**-Use the Index!**

## UNEXPECTED BLESSINGS OF BEING A GR

“The blessing for me was the experience of service in Al-Anon. Being a GR was a direct opportunity to practice the Twelfth Step.”

“Watching my home group during group conscience was a revelation. They were peers, no leaders, just servants, who listened, made space for each voice, for each point of view, and worked for consensus. I experienced this at district meetings too. But the biggest thrill was being part of 100 plus folks at Area Assemblies. These are gentle civil processes for discussion and decision-making.”

“ Group rep service gives us rich experiences to find our own ‘right sizing’.”

“ As Group Reps, we can get comfortable with who we are, in groups large and small, thus boosting recovery for all aspects of our daily lives.”

“I had a chance to use our Slogans a lot. At Assemblies, I learned to Keep An Open Mind, Listen and Learn. I learned it was important to ask questions and that I would be given respectful and thoughtful answers, even from people who had been around a long time. I learned that “older” Al-Anons wanted to support me.”

“I was surprised to learn that the GRs had the final say on any change in Area policy. I was also surprised that at Assemblies the GRs are the only ones with the power to make motions and vote on them. We are even the ones who elect new Officers every three years!”

“ Know that every issue that comes before you in Assemblies has been thoroughly prepped, studied and researched by the AWSC (Area World Service Committee) and its subcommittees. But still it’s important to ask questions. You deserve an answer!”

“ The workshops given at the Assemblies were valuable. I recall the one called “Safety in Al-Anon Meetings” where we heard from Al-Anons who had been harassed in meetings. We also discussed what could have been done to help them.”

“ I was amazed to discover that there was a world of great service opportunities beyond my own home group. It was like opening a door to all kinds of possibilities. Or like starting to climb a ladder where each rung represented another layer of service open to me. That was a great feeling.”

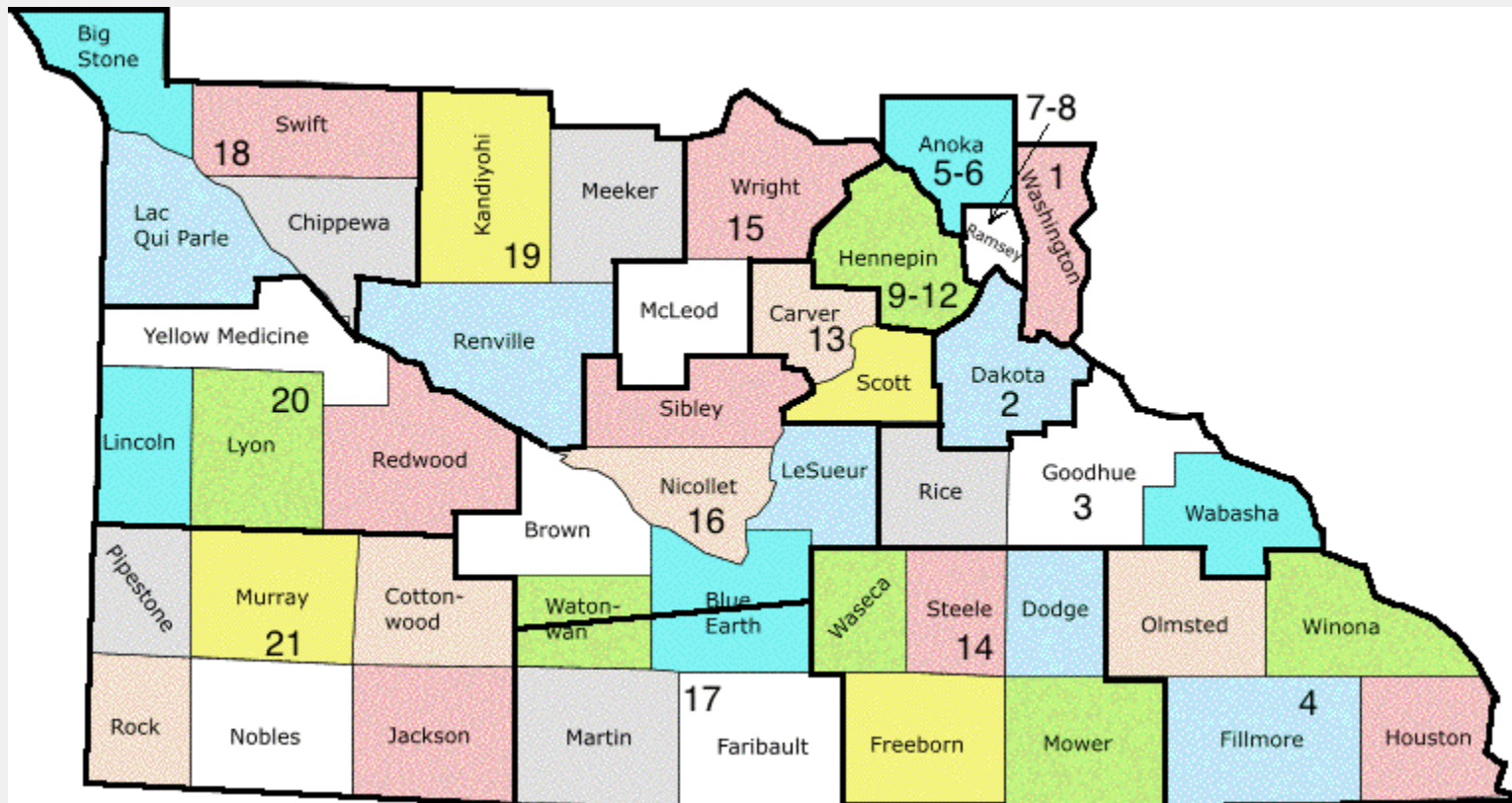
“ I was impressed at how well structured and organized each Agenda was at Assemblies. I listened to debates about how to word a motion and realized that the discussion was detailed and exact because it was important for people to understand what they were voting on.”



# Minnesota South Area Districts

As of March 2015 there are 21 districts in Minnesota South Area as shown in the following map.

These replaced the 44 districts in place prior to the Spring 2015 Area Assembly.



Minnesota South Area with District Boundaries

**Descriptions of Minnesota South Area Al-Anon/Alateen Districts as Approved at  
the March 2015 Area Assembly**

***Four Districts which consist of entire counties or groups of counties***

**DISTRICT 1**

Washington County

**DISTRICT 2**

Dakota County

**DISTRICT 3**

Goodhue, Rice and Wabasha Counties.

**DISTRICT 4**

Fillmore, Houston, Olmstead and Winona Counties.

***Districts in Anoka County***

**DISTRICT 5**

Anoka County north of 85<sup>th</sup> Avenue

**DISTRICT 6**

Anoka County south of 85<sup>th</sup> Avenue

***Districts in Ramsey County***

**DISTRICT 7**

Ramsey County except for St. Paul and St. Anthony. This includes Arden Hills, Falcon Heights, Gem Lake, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville, Shoreview, Vadnais Heights, and White Bear Lake

**DISTRICT 8**

Saint Paul

***Districts in Hennepin County***

**DISTRICT 9**

Brooklyn Center, Brooklyn Park, Champlin, Corcoran, Crystal, Dayton, Greenfield, Hassan, Independence, Maple Grove, Maple Plain, Medina, Minnetrista, New Hope, Osseo, Plymouth, Robbinsdale, Rogers, and St. Bonifacius.

**DISTRICT 10**

Minneapolis and St. Anthony, except for the area bounded on the west by the St. Louis Park and Edina, on the south by Highway 62 (Crosstown), on the east by

I35W and by a northern boundary consisting of Lake Street, Hennepin Avenue and I394.

**DISTRICT 11**

Crystal Bay, Deephaven, Eden Prairie, Edina, Excelsior, Golden Valley, Greenwood, Hopkins, Long Lake, the part of Minneapolis not included in District 10, Minnetonka, Minnetonka Beach, Navarre, Orono, Shorewood, Spring Park, St. Louis Park, Tonka Bay, Wayzata, and Woodland.

**DISTRICT 12**

Bloomington and Richfield.

***Remaining districts, mainly consisting of entire counties or groups of counties***

**DISTRICT 13**

Carver and Scott Counties.

**DISTRICT 14**

Dodge, Freeborn, Mower, Steele and Waseca Counties.

**DISTRICT 15**

McLeod and Wright Counties.

**DISTRICT 16**

Brown, Le Sueur, Nicollet and Sibley Counties and the north part of Blue Earth and Watonwan Counties. The dividing line is from the western border of Watonwan County, 10 miles south of Darfur to the eastern border of Blue Earth County, 10 miles south of St. Clair.

**DISTRICT 17**

Faribault, Martin and the south part of Blue Earth and Watonwan Counties.

**DISTRICT 18**

Big Stone, Chippewa, Lac Qui Parle and Swift Counties.

**DISTRICT 19**

Kandiyohi, Meeker and Renville Counties.

**DISTRICT 20**

Lincoln, Lyon, Redwood and Yellow Medicine Counties.

**DISTRICT 21**

Cottonwood, Jackson, Murray, Nobles, Pipestone and Rock Counties.

*Updated June 4, 2015*

# Al-Anon guidelines

The Shared Experience of Al-Anon and Alateen Members.

## Group Representatives

G-11

The Group Representative (GR) is a vital link in the continuing function, growth, and unity of worldwide Al-Anon. GRs should be members with experience, stability, and an understanding of the Traditions and how they work as applied in the *Al-Anon/Alateen Service Manual* (P-24/27).

### Requirements

Any Al-Anon or Alateen member with a willingness to represent the group at the district meeting and Area Assembly in order to carry the message of Al-Anon's/Alateen's group conscience, and who is not also a member of A.A., is eligible to serve as GR. A GR should have a basic knowledge of Al-Anon and Alateen Traditions and Concepts of Service and how they are applied in our groups.

### Term of office

GRs are elected by the group, generally for a three-year term. (See the *Al-Anon/Alateen Service Manual* [P-24/27] for information about electing Group Representatives.)

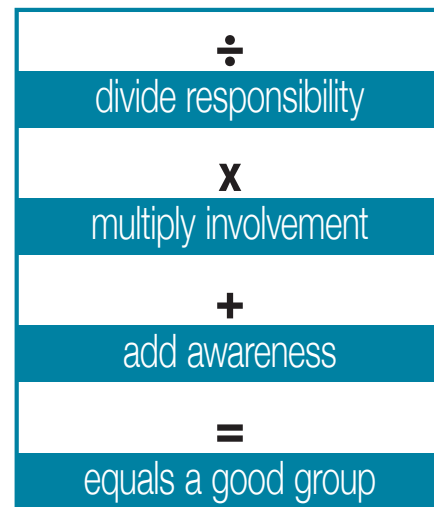
### Duties

- Attends district meetings and Area Assemblies and reports back to the group; votes on behalf of the group.
- Can bring the group's viewpoint on any situation or problem to the attention of the District Representative (DR).
- Keeps members informed about information from the district, Assembly, Area Delegate, World Service Conference (WSC), and the World Service Office (WSO).
- Works with the group Current Mailing Address (CMA) to share the monthly *Group e-News* (electronic newsletter for groups) with group members.
- Encourages members to subscribe to and submit articles for *The Forum*, Al-Anon's monthly magazine.
- Suggests participation in Public Outreach and Alateen service projects.
- Informs members of the need for Alateen Group Sponsors. Becomes familiar with the Area process for certification of Al-Anon Members Involved in Alateen Service (AMIAS).
- Keeps the Alternate GR informed to ensure the group is represented if unable to attend district and Area Assembly meetings.
- Assists the Alternate GR in serving as the Al-Anon Information Service Representative (ISR).
- Explains the need for self-support in the group, district, Area, Al-Anon Information Service (AIS), and World Service Office.
- Encourages group contributions to our service arms in keeping with Tradition Seven.
- Consults with a Service Sponsor or other trusted servants.

### As a Group Representative

- You are the first link in the chain that leads to our World Service Conference.
- You elect a District Representative from among all the Group Representatives in your district.
- You elect a new Area Delegate to our World Service Conference at the Area Assembly from among the District Representatives and eligible officers once every three years.

### Links of Service



Member + Member = **Group**

**Group** + **Group** = **District**

**District** + **District** = **Assembly**

**Assembly** + **Assembly** =  
World Service Conference

## Need-to-know information

You will need to know the names, addresses, e-mail addresses, and phone numbers of the:

- District Representative
- District officers (Secretary, Treasurer, etc.)
- District contacts/chairs (Public Outreach, Alateen, etc.)
- Area Delegate and officers
- Area Coordinators (Alateen, Public Outreach, Archives, Literature, Group Records, *Forum*, etc.)

## Meeting dates to remember

- Group business meeting
- District meeting
- Area Assembly

## Tips on reporting back to your group

- Take notes at district and Assembly meetings.
- Contact the DR or Delegate if you need clarity about a topic.
- Request time from your group to offer a report.
- Be brief.
- Be enthusiastic.
- Focus on group needs.

**You don't have to have all the answers,**  
but you can help the group look at  
**the Traditions, the Concepts of Service, and the *Al-Anon/Alateen Service Manual* for guidance.**

## Reminders

- You are not “in charge” of your group and you are not alone. The Second Tradition tells us, “Our leaders are but trusted servants; they do not govern.”
- You don't have to have all the answers, but you can help the group look at the Traditions, the Concepts of Service, and the *Al-Anon/Alateen Service Manual* for guidance.
- Holding a business meeting is an opportunity to arrive at a group conscience, and to experience fun and fellowship as well. (See the “Groups at Work” section of the *Service Manual* for additional information about Group Business Meetings.)
- Your group may ask you to chair the business meeting (see sample agenda).
- Your DR is a local resource.

## Helpful tools for a Group Representative

Each group receives a copy of the *Al-Anon/Alateen Service Manual*. You will find it to be a valuable tool in answering your questions and those of your group. The complete *Service Manual* and many other service tools are available on-line. You can also expect help and support from your District Representative (DR) and the Area Delegate.

Some of the materials available on the Al-Anon Members' Web site, [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members), are:

- The complete *Al-Anon/Alateen Service Manual*
- Al-Anon/Alateen Guidelines for many areas of service
- Group Services podcasts
- The *Best of Public Outreach* (a “how to do it” service tool)
- *World Service Conference Summaries*
- *Seventh Tradition* leaflet (S-21)

## Benefits of becoming a Group Representative

Individuals who wish to gain self-confidence, spiritual growth, and improved self-esteem are encouraged to be willing to serve. Service activity connects you with people who have experienced recovery at another level. Your fears will diminish, you will reap the benefits of giving to others, and you will learn that by placing our common welfare first, you will receive much more than you give.

In addition to meeting Al-Anon members from other cities and towns in your district, the Group Representative is eligible to stand for District Representative and other district offices when the district holds its elections.

### Sample Agenda for Group Business Meeting\*

#### Treasurer's Report

- Income and expenses since last report
- Balance

#### Literature Report

- Present inventory
- Discuss group's literature needs

#### Public Outreach Report

- Explain public outreach activities of group members since last report

#### Group Representative Report

- Report highlights of previous district and Assembly meetings
- Have multiple copies of full Assembly reports available

#### Al-Anon Information Service (AIS) Report

- Discuss highlight of previous AIS meeting

#### Old Business

- Status of previous group issues

#### New Business

- Discussion of group concerns
- Group conscience decisions/vote on issues

#### General Updates

#### Questions/Comments/Announcements/Suggestions

#### Date for Next Meeting

*Each individual group's autonomy can and will decide business meeting format and content.*

*\*Adapted from Alberta/NWT GR Survival Kit*

## Group Representative expenses

As part of our principle of self-support, group budgets include payment of GR expenses to attend business meetings, such as district meetings and the Area Assembly. GRs are encouraged to car-pool with others, share hotel rooms, etc., to help keep expenses reasonable. The group conscience determines the methods of calculating expenses, such as transportation.

# Group Representative Expense Sheet\*

Date \_\_\_\_\_

Purpose \_\_\_\_\_  
(District meeting, AIS meeting, or Area Assembly)

## Expenses

(Attach receipts and explanations as needed)

Item	Amount
Hotel _____	\$ _____
Transportation _____	\$ _____
Meals _____	\$ _____
Miscellaneous _____	\$ _____
Miscellaneous _____	\$ _____
Miscellaneous _____	\$ _____
<b>Total expenses</b>	\$ _____
Less cash advance	\$ _____
<b>Balance due</b>	\$ _____

Submitted By \_\_\_\_\_

Signature \_\_\_\_\_

*\*Adapted from Alberta/NWT GR Survival Kit*

Revised 2014 G-11



## **LINKS OF COMMUNICATION CORRESPOND TO THE LAYERS OF SERVICE**

Members communicating with each other = Group

Groups communicating with each other = District

Districts communicating with each other = Minnesota South Area Assembly

Assemblies communicating with each other = World Service Conference

## **LAYERS OF SERVICE and THEIR TRUSTED SERVANTS**

Groups have Group Representatives selected by the Groups

Districts each have a District Representative and sometimes other officers selected by member GRs

Minnesota South Area has elected officers:

Chair

Secretary

Treasurer

World Service Delegate

Alternate World Service Delegate

Minnesota South Area Assembly also has trusted servants appointed by the Chair:

Coordinators

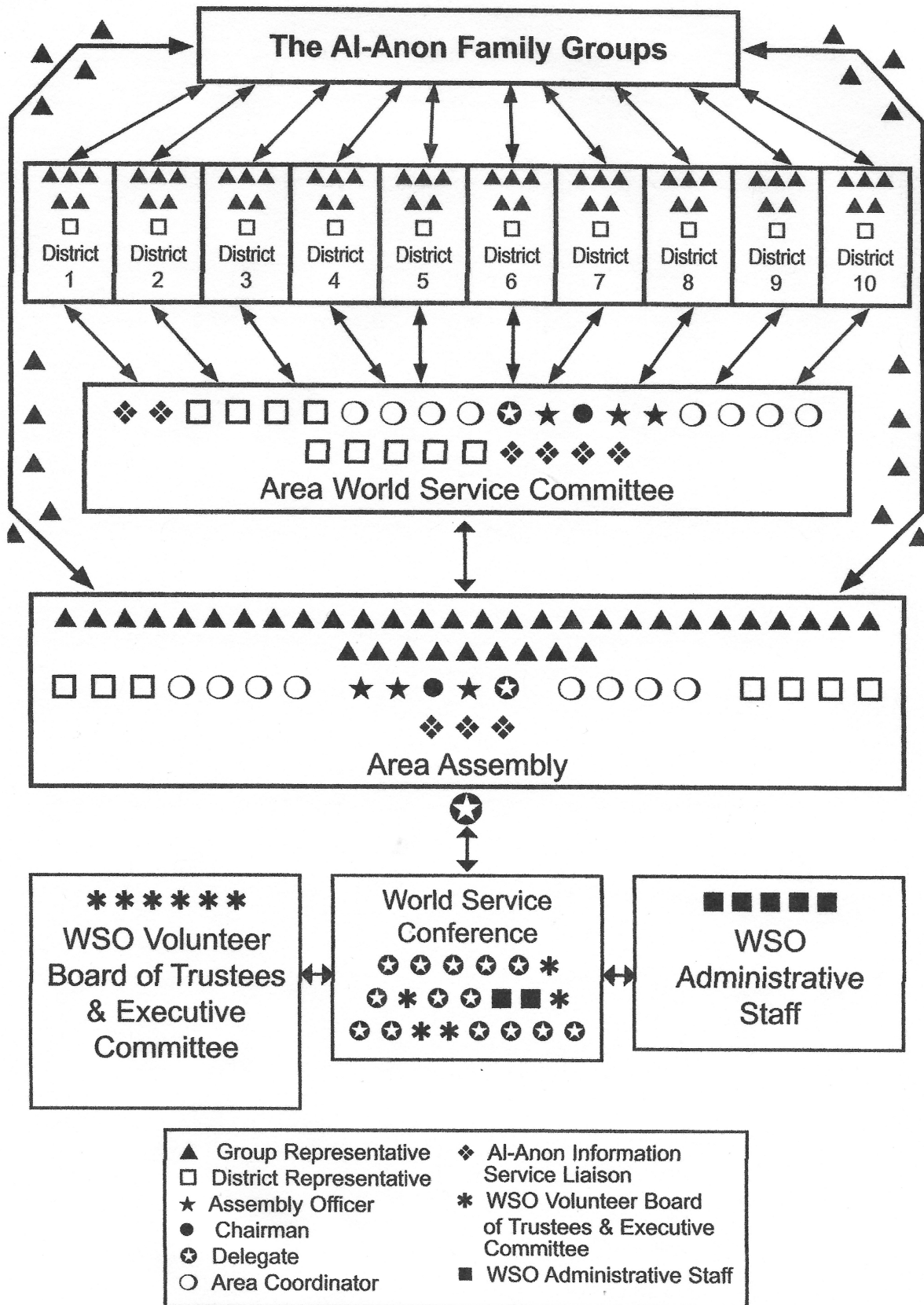
Action Committee Chairs

Liaisons with Literature Distribution Centers in Mpls and St. Paul

World Service Conference has its own set of Trusted Servants: some are elected, some are chosen after an application and selection process

January 2021

# WORLD SERVICE CONFERENCE STRUCTURE



The Area World Service Committee may also include Coordinators of special services such as Alateen, Archives, Public Outreach (PI, CPC, and Institutions), Newsletter Editors, *The Forum*, etc., and liaison members (from local Information Service centers or Intergroups)

## WHAT IS "SUBSTANTIAL UNANIMITY"?

### WHO SETS SUBSTANTIAL UNANIMITY AT AN ASSEMBLY?

At the beginning of every Assembly, the Area Chair asks the Group Representatives to decide what will constitute "substantial unanimity" on any motion they vote on.

We seek substantial unanimity rather than a mere majority on all our actions. This is a better indicator of what the group conscience is. At an Assembly only GRs can vote. No other Area Officers or position-holders can vote at Assemblies.

Any GR can respond to the Area Chair's request for a motion on Substantial Unanimity.

Usually the motion is worded: "**I move that substantial unanimity be set at \_\_\_\_\_% of those voting yes or no**". In recent years substantial unanimity is usually set at least at 2/3's of those voting. Sometimes it is set at 70% or higher.

Revised Jan. 2021

**ACTION COMMITTEES:**  
**WORKING ON AREA PROJECTS AT THE APRIL AND OCTOBER ASSEMBLIES**

The Minnesota South Area hosts Action Committees during its semi-annual Assembly meetings, held in April and October.

Think of each Action Committee meeting as "a meeting within a meeting". The purpose of these Committees is to provide a time and a place, at each Assembly, where Al-Anons can work together on projects designed to carry the message.

or example, one Action Committee created table tents urging Al-Anons to refer people to Alateen meetings in their vicinity. The member of another Action Committee updated contact information for groups in the Area. Yet another Committee wrote and submitted short essays to The Forum, Al-Anon's monthly magazine.

There are four Action Committees: Group Services, Fellowship Communication, Membership Outreach and Public Outreach.

**GROUP SERVICES:**

Purpose: To assist the Coordinators of Alateen, Archives and Group Records.

**FELLOWSHIP COMMUNICATIONS:**

Purpose: To assist the Coordinators of The Forum and Literature.

**MEMBERSHIP OUTREACH:**

Purpose: To assist the Coordinators of the Newsletter, the Website, and Assembly Activities.

**PUBLIC OUTREACH:**

Purpose: To assist the Coordinator of Public Outreach which carries the message to Institutions and the public.

Each GR who comes to the Assembly is expected to attend an Action Committee Meeting. Some years the GRs are assigned to an Action Committee; some years the GRs get to choose which Action Committee they wish to attend.

After the Action Committee meets, the Coordinators return to the Assembly when it reconvenes and give oral reports on the activities of the Action Committees.

Revised Jan.2021



# Jive, Code, Lingo & Tongues

lease refer to your *Al-Anon Alateen Service Manual* and Minnesota South Area Policies for further clarification  
(it also helps to sit next to someone who's been to a few of these)

We hope this quick look-up tool will help you catch on to some of the more common acronyms and terms you might hear at assemblies.  
It is provided in the spirit of help with a bit of lighten up thrown in.

**AAPP** - Area Alateen Process Person: an Area member elected to hold confidential information for safety and certification of members involved in Alateen service

**Action Committees** – Group Services, Membership Outreach, Fellowship Communication and Public Outreach, each have a chairperson whose responsibility it is to work with Area coordinators in planning and doing projects specifically, but not exclusively, at assemblies

**AFG** - Al-Anon Family Group (Al-Anon Family Groups, Inc. is our World Service Office)

**AIS** - Al-Anon Information Service (aka Intergroup)

**Alateen** - Al-Anon for younger members, generally ages 13-19 (Alateen group autonomy allows for younger members who are mature enough to share and gain experience, strength and hope)

**AMIAS** - Al-Anon Member Involved in Alateen Service. Usually, but not exclusively, an Alateen Group Sponsor (any Al-Anon member involved directly with Alateens at Al-Anon or Alateen functions must first complete area safety and certification requirements)

**ASC** - Alateen Safety Committee: an Area committee charged with oversight of all things Alateen (policy, certification process, procedures, guidelines, requirements, etc. – see Area Policy)

**ASBR** – Alateen Safety and Behavioral Requirements

**Assembly** – An Area meeting of Group Representatives are held twice each year (the first Saturdays in April and October). Group Representatives are the only voting members.

**AWSC** - Area World Service Committee: Voting members of this committee are the Area Officers, District Representatives, Coordinators, Action Committee Chairs and Liaisons who meet twice each year to plan for assemblies (the first Saturdays in February and August)

**CAL** - Conference Approved Literature (see the *Al-Anon Alateen Service Manual* for the process and procedures for development)

**Caucus** – The term used for electing a District Representative at an assembly if none has been elected in their home district

**CCT** - Conference Committee on Trustees (see the *Al-Anon Alateen Service Manual*)

**CMA** - Current Mailing Address: Where your groups' mail is sent

**COB** – Chairman of the Board: imagine reaching this pinnacle of service position and being referred to, lovingly of course, as “our cob” (see the *Al-Anon Alateen Service Manual*)

**Coordinator** - an Area coordinator unifies one of the Al-Anon special services (Alateen, Archives, Assembly Activities, Group Records, *The Forum*, Public Outreach, Literature, Newsletter, Web, Area Alateen Process Person) The Coordinator serves as a communication link within the Area and with the World Service Office

**District** – A geographical segment within an Area, consisting of a number of groups located closely enough for convenient attendance at meetings. (see map)

**DR** - District Representative: a chairperson for each district (see the *Al-Anon Alateen Service Manual* and Guidelines)

**Dual Member** – a member of both Al-Anon and Alcoholics Anonymous (see the *Al-Anon Alateen Service Manual* on dual member policy)

**ECRPM** - Executive Committee for Real Property Management (see the *Al-Anon Alateen Service Manual*)

**Folderal** – a traditional Area service event held at the beginning of each new panel (every 3 years) – a combination turnover meeting, orientation or beginners meeting for area trusted servants. A weekend of activities and interactions – meet and greet prior to the first meeting of the Area World Service Committee. Definition of Falderal runs to silly, frivolous, fun

**Finance Committee** – (see Area policy for specific membership, authority, and responsibility)

**GR** - Group Representative: every group elects one (dare we say should) (see the *Al-Anon Alateen Service Manual* and Guidelines for specifics)

**Group Conscience** – Discussion & decisions made after thoughtful consideration

**IAGSM** – International Al-Anon General Service Meeting (see the *Al-Anon Alateen Service Manual*)

**KBDM** – Knowledge Based Decision Making: Process for arriving at an informed group conscience decision (see handout)

**LDC** - Literature Distribution Center

**Liaison Member** - a member elected or appointed by a service entity (i.e., Mpls. Information Service, St. Paul Intergroup, etc.) who is a voting member of our Area World Service Committee

**LMNOP** – just kidding

**MNSA** - Minnesota South Area (WE - us)

**Panel** – A panel consists of 1/3 of the Delegates attending the World Service Conference. Area trusted servants serve a 3 year term that coincides with the World Service Delegate. Panel was held in 1961

**PRC** - Policy Review Committee (see Area policy for specific membership, authority and responsibility)

**Prudent Reserve** – aka Ample Reserve: (see the *Al-Anon Alateen Service Manual* – Warranty One)

**RDM** – Regional Delegate Meeting: an annual meeting of current, newly elected and past delegates for the purpose of welcoming, orienting and updating all on World Service Office and World Service Conference matters

**Region** – We are in the US North Central Region which includes the following 9 areas from 7 states: Minnesota North, Minnesota South, Iowa, Wisconsin, Michigan, Ohio, Indiana, Illinois North and Illinois South (there are 9 Regions in the US and Canada)

**Service Event** – an area sponsored event such as Falderal or TEAM

**Substantial Unanimity** - The proportion of those voting required to pass a motion (see the *Al-Anon Alateen Service Manual*, Warranty Three) Lois once defined this as “almost all”

**TEAM Event** – Together Empowering Al-Anon Members: A coordinated event between an area and the World Service Office. TEAM events replace what was formerly called a Regional Service Seminar. A TEAM event affords an opportunity for members to meet and greet our World Service Office staff and participate in a coordinated agenda of timely chosen topics

**Thought Force** – A committee formed to consider all aspects of an issue using Knowledge Based Decision Making criteria (see KBDM handout)

**Task Force** – A committee formed to plan for the implementation of Thought Force observations or recommendations (see KBDM handout)

**WSC** - World Service Conference: Al-Anon’s annual business meeting is attended by World Service Delegates (67), members of the Board of Trustees and Executive Committee, chairmen of selected committees and World Service Office administrative staff. (usually totaling not less than 95 nor more than 100 voting members) (see the *Al-Anon Alateen Service Manual*) aka known as Al-Anon’s largest group conscience meeting



**WSD** - World Service Delegate aka Delegate: A member elected by the Group Representatives who shares Area experience at three annual Conferences and brings the views and the spirit of worldwide Al-Anon back to the Area

**WSO** - World Service Office aka Al-Anon Family Groups, Inc.

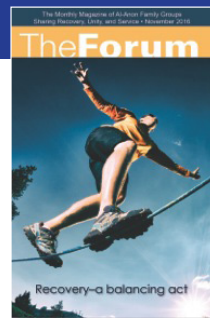
Assembly Orientation  
Last update 2021

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Minnetonka MN 55345

Email: [mnsa.afg.info@gmail.com](mailto:mnsa.afg.info@gmail.com)  
Web: [Minnesotasouth-al-anon.org](http://Minnesotasouth-al-anon.org)  
\*\*\*

**World Service Office**  
**AFG, Inc.**  
1600 Corporate Landing Parkway  
Virginia Beach, VA 23454-5617  
757-563-1600

Email: [wso@al-anon.org](mailto:wso@al-anon.org)  
Web: [al-anon.org](http://al-anon.org)  
\*\*\*

**Minneapolis Information Service(AIS)**  
7204 27<sup>th</sup> St. W. – Suite 101  
Mpls., MN 55426  
952-920-3961

Email: [al-anon@pobox.com](mailto:al-anon@pobox.com)  
Web: [al-anon-alateen-MSP.org](http://al-anon-alateen-MSP.org)  
\*\*\*

**St. Paul Al-Anon Intergroup (SPIG)**  
253 State St.  
St. Paul MN 55107  
651-721-2208

Email: [stpaulafg@pobox.com](mailto:stpaulafg@pobox.com)

Web: [al-anon-alateen-MSP.org](http://al-anon-alateen-MSP.org)  
\*\*\*

**District 41 LDC (Literature Distribution Center)**  
PO Box 7241  
Rochester, MN 55903