

DISTRICT REPRESENTATIVE (*Elected Position*)

Be a past or current Group Representative.

Attend all District meetings or ask Alternate District Representative to attend. Review past months meeting minutes and submit any corrections to the District Secretary.

Familiarize oneself with the duties of the District Representative in the AI-Anon and Alateen Service Manual, and WSO Guidelines.

Keep in contact with Group Representatives and District Coordinators not present at the District meeting monthly, via phone, writing letters or visiting meetings. Ask the Alternate District Representative to help if needed.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.

Give the District Newsletter Coordinator all pertinent information gathered from the required Area functions.

Report to the District on each group of District 23 visited during the month, visit each group throughout the year at least once.

Attend all District functions, District activities and District Coordinators Committee meetings or ask the Alternate District Representative to attend if needed.

Supply Group Representatives and District Coordinators with District 23 agenda format at each District meeting; this will include old business.

Attend and bring back a report of issues and motions from the bi-annual Area World Service Committee meetings, and All Area Assemblies to the following District meeting.

Keep the District meeting on track of the issues at hand and bring us back from tangents.

Have available for all Group Representatives job descriptions of District Coordinator positions as they become vacant. The descriptions will be brought to each District meeting.

Prepare a 2-minute report for Pre-Conference each year.

Submit an estimated budget to the District Budget Committee.

A subscription to the *Washington Wanderings* is recommended.

Having a Service Sponsor is strongly recommended.