

GR Guide to AB/NWT Area Assembly

MAY 2025

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CHAPTER 1

Group Representatives Guide to the AB/NWT Area Assembly

We hope everyone is excited about your Service Role at Assembly! An Assembly meeting is different from Group or District meetings.

Knowing how our Assembly operates will help make your experience more relaxed and enjoyable. We all help each other – you are among friends. Everyone wants to help you have a good experience at Assembly.

Things to remember:

- Relax and enjoy.
- The purpose of Assembly is for you to receive information and ask questions. Try to get all your questions answered before you leave
- If you are not prepared to go to the microphone to ask a question, ask any of the Area Officers.
- We also use an Ask-it-Basket where you can write out your questions and put them in the basket.
- Watch for distribution of the minutes sent by email - the answers will also be in there.

“In Al-Anon, I’m learning I don’t have to be perfect to be of service.”

A Little Time for Myself — A Collection of Al-Anon Personal Experiences, p.111

CHAPTER 2 Assembly Structure

Attendees

- Group Representatives (GRs)
- District Representatives (DRs)
- Area Officers, World Service Delegate, Past Delegates
- Al-Anon Central Service Office Alberta (ACSOA) Chair (Literature Center)
- AIS Calgary Chair and AIS Edmonton Chair
- Al-Anon Members who wish to attend or are invited.

Purpose of Assembly - Spring (one day), Fall (two days)

- The Area Assembly is the business meeting where Al-Anon Family Groups (AFGs) send their representatives to express a voice and vote on behalf of the Group. Assembly is conducted by the Area Officers. (Refer also to *Al-Anon/Alateen Service Manual*.)
- The Delegate gives her/his report outlining the work of the World Service Conference that he/she attended.
- Coordinators present reports to Assembly and answer questions.
- GRs may participate in discussions affecting Al-Anon/Alateen in Alberta/NWT and vote on behalf of their Group.

Who is a voting member of Assembly?

- GRs, Alternate GRs or another member chosen by the Group.
- Other Al-Anon members can participate in the discussions, however only Group Reps or an assigned member for the Group can vote at Assembly. (See Concept One, *Al-Anon/Alateen Service Manual*.)

How do the lines of communication work in the Al-Anon service structure?

The following is a brief overview of the lines of communication. Please see diagram p. 178 -179 in the *2022-2025 Al-Anon/Alateen Service Manual* for details.

- **Group Representatives** act as the voice of their Group. GRs have a key role in connecting their Group members to the larger Al-Anon fellowship. All Al-Anon decisions at Assemblies are made by Al-Anon members through representation by their GR. Without active involvement by a GR, Al-Anon can fail to serve members effectively.
- **District Representatives** act as the voice of the AFGs in their District at Area World Service Committee Meetings (AWSC) in March and May each year. DRs share information or questions with the Area Officers, Coordinators, and World Service Office (via Area Delegate). DRs also act as a resource to GRs to help Groups learn from each other and to help resolve any issues that may arise in the Groups. They help prepare the agenda for Assembly.
- **Area Officers** conduct the day-to-day business of Al-Anon at the Area level and act as a resource to AFGs/Districts in the Area. The Delegate is in direct contact with World Service Office and attends the World Service Conference in Spring each year with Delegates from Canada, USA and guests. The Delegate presents a report from his/her attendance at the World Service Conference. The Delegate can also take ideas or suggestions from Assembly to the World Service Office that can help develop resources to serve the needs of the Groups.

- **Area Coordinators, Al-Anon Information Services Chairperson(s) and Literature Distribution Center Chairperson** (LDC, in Alberta know as Al-Anon Central Service Office Alberta/ACSOA aka Bookstore) offer resources and support to Groups related to their area of service. They attend and give reports to Assembly as well as help prepare the agenda for the upcoming Assembly at the Area World Service Committee Meetings (March and May).
- **World Service Office** is a resource centre for Al-Anon/Alateen Family Groups. They are not a governing body, but act as a service body. They provide guidance and support to Area Officers and Area Coordinators to ensure they can perform their roles effectively. WSO staff regularly survey service members to determine what resources may be needed to support Al-Anon/Alateen success in each community.

CHAPTER 3

Role of Group Representatives at Assembly

What is the role of the GR?

- **Read the Alberta/NWT Area Assembly Minutes, Agenda and discussion topics.** Background information is included in the Area Newsletter, *Keeping in Touch* (published March, May, September and December) and the minutes.
- **Consider the qualifications of nominations for Officer service positions.** In September, the end of the three-year rotation, Officers and Area Coordinator positions are up for election. GRs are asked to consider the skills and abilities of each applicant to ensure he/she is able to perform the duties of the position. Resumes are forwarded to GRs and they then vote for the person they consider best able to meet the needs of the position. At times there may be only one applicant. If that person is not considered suitable, there will be an option of voting "Yes or No". Voting in this case is done by ballot. (Terms for positions are three calendar years)
- **Write down interesting ideas/comments.** You will hear from other members at Assembly who may have different perspectives, or great ideas/solutions for discussion topics. Write them down and share them with your Group members.
- **Learn about resources available to you and your Group members.** If you have questions or need clarity that you cannot find the answer in our literature, your first contact should be your District Representative (DR). You will also have access to Officers and Coordinators who are resources to help you in your role as GR.
- **Prepare a report to take to your members.** You are expected to share what you learn with the members of your Group at future Group meetings or in whatever way works best in your Group.
- **Encourage members to subscribe to *The Forum Magazine*, (WSO Newsletter) *In the Loop*, and the Area Newsletter: *Keeping in Touch*.** *Keeping in Touch* is the Alberta/NWT Newsletter that keeps members informed of what is happening in Al-Anon beyond the Group level. It provides interesting topics to encourage members to use all the resources available to them. There are also reports from Coordinators that can provide ideas to help your Group grow as well as suggestions to keep meetings interesting. To receive the newsletter email: newsletter@al-anon.ab.ca

What do I need to know?

- Each Group should have funds set aside to reimburse your GR costs (reasonable travel, hotel and meal) to attend Assembly. Your Group pays your expenses so you can fully participate and report back, so please do not miss any part of the sessions.
- A knowledge of the Twelve Traditions and familiarity with the Twelve Concepts.
- During the weekend, you may have some questions. Your question might be specifically about the Business Meeting or may be a general question about the Assembly weekend. You are encouraged to discuss it with your service sponsor, another member and/or look for the answer in your service manual/guidelines. If you still need clarification, you are invited to write your question on the Ask-It-Basket form and put it in the Ask-It-Basket.

What should I bring to Assembly?

- A copy of this booklet (either on your device or printed) and any documents that were emailed to you.
- Alberta/NWT Area Assembly minutes, Agenda, and background information related to topics.
- *2022-2025 Al-Anon/Alateen Service Manual* version 4
- Comfortable clothing.
- A coffee/tea mug or water bottle.
- Pen, notepad, laptops or tablets. (Electronic devices are allowed, but not essential.)

Who can I ask for help?

- If you don't understand something, ask your DR, your Service Sponsor, or someone in the room, during a break. Almost everyone in the room is, or has been, a GR.
- Experience has shown that having a Service Sponsor will help make your term as GR more fulfilling. (*Service Sponsorship: Working Smarter Not Harder P-88*) Pamphlet, see *Resources*, p. 17)
- You are encouraged to talk with members you haven't met.

What do I need to take back to my District/Group?

- **Ideas** learned from the experience of other GRs and other members of Assembly.
- **Resources** available from the Area Officers and Coordinators and how to access them.
- **Highlights** from the Delegate's Report (World Service Conference)
- **Discussion topics** Inform members of the topics that were discussed and new information you may have learned.
- **Encouragement + Active members = Vibrant Groups!** By sharing what you learn, you will be educating members about the importance of active involvement in supporting the health and growth of AI-Anon/Alateen. Seventh Tradition reminds us that self-supporting is more than financial.

CHAPTER 4

How the Assembly Meeting Works

The goal of Assembly:

- To do the business of Al-Anon/Alateen

How are decisions made?

Knowledge Based Decision Making (KBDM) is the model we use to gain an Informed Group Conscience. (More info in the Service Manual). There are four basic elements to KBDM:

- Open communication between leadership and membership
- Clarity in what their discussions hope to accomplish
- All decision makers have common access to full information
- Dialogue before deliberation: We exist in a culture of trust.

Rules of conduct for open discussion:

- Two minutes at the microphone
- Begin and end each session on time
- No side conversations
- No cell phones
- No distractions
- No applause for opinions, but we can applaud for reports or introductions
- Express opinions, if they have not previously been mentioned.
- Stay on topic
- Follow the agenda
- Be courteous
- No scents
- Presume good will (Presume that everyone wants what is best for Al-Anon regardless of whether you agree or disagree).

How should I introduce myself when speaking at the microphone?

Introduce yourself by first name and last initial, District number and name of your city/town. You may share your Group name the first time at the microphone. Each person may have one time at the microphone per discussion topic.

How is voting conducted?

See *Rules of Procedure* in the *Motions in Effect* booklet.

CHAPTER 5

Frequently Asked Questions

1. Will I be voting at Assembly?

Only GRs vote at Assembly. The "ultimate authority" rests with the AI-Anon Groups. One vote per Group. This is how AI-Anon is guided by the wishes of the members rather than a governing body. (See Concept One in the *AI-Anon/Alateen Service Manual*.) There will be times that voting needs to be handled by the AWSC; those actions are ratified by GRs at Assembly where applicable.

2. I am not able to attend Assembly. Can I send the votes by proxy or can another GR take my place?

GRs must be in attendance to vote. GRs who vote for their Group cannot vote for another group. To have your Group represented, the Group could choose a member (who is not also an AA member) to attend Assembly in your place. They would be considered the "Alternate GR" and register as a voting member at Assembly. Each Group has one vote.

3. Can other members who are not GRs attend Assembly?

Yes, all AI-Anon/Alateen members are welcome and encouraged to participate in Assembly. All members are welcome to offer their ideas during discussions. This is how we ensure we have full knowledge before the GRs vote.

4. Why is it important for me to attend? Can I just get a written report of Assembly?

There are many useful conversations that take place at Assembly. It is impossible to capture all the great ideas in a written report. By attending, you have the opportunity to discover interesting ideas that may serve to improve your AI-Anon/Alateen meeting. Fellowship is an important part of AI-Anon/Alateen recovery. Participation is the Key to Harmony – Concept Four; this participation ensures an informed Group conscience.

5. My Group cannot afford for me to attend Assembly. How can our Group participate?

If your Group cannot pay for all your expenses, perhaps your District can help with some of the costs. Your Group could do some fundraising within AI-Anon to raise money for your travel costs. See Fundraising in the *AI-Anon/Alateen Service Manual*. We encourage you to make every effort to attend. Sharing rides and rooms can help lessen the expense and add to the fun!

6. How can I find a service sponsor to help me with my service position?

There are many members who have participated in service and would be happy to help you on your new journey! Check with service members in your District or talk with current service members at Assembly. (For more information, see the *AI-Anon/Alateen Service Manual* and the *Service Sponsorship Pamphlet*.)

7. Do District Representatives (DR) attend Assembly?

Yes, District Representatives attend Assembly, with voice and no vote. District funds are used to send DRs to AWSC meetings and Assembly. It is very exciting to see DRs and GRs working together for the health of their Groups and District. When a DR also holds an Area Assembly position, the expense is usually split between District and Area.

8. What are the qualifications for an Officer position?

See the Position Snapshots booklet for all positions' requirements (<https://al-anon.ab.ca/public-outreach-information/>).

The applicant should have experience as a current or past District Representative, be prepared to serve for three years, attend all Area meetings, be an active member of AI-Anon and *cannot* be a member of AA. Applicants are asked to outline their service experience which indicates their involvement in AI-Anon and familiarity with the Steps, Traditions and Concepts. Applicants may also outline their personal knowledge, skills and abilities to demonstrate they can perform the duties of the position. Working knowledge of computers, email and documents/spreadsheets are needed. (See Concept Nine, *AI-Anon/Alateen Service Manual*).

9. Will there be time for fellowship at Assembly?

The business of Assembly is on your agenda which you received by email. These times are subject to change at subsequent Meetings. Although the business is priority, there may be fun presentations planned and regular breaks to connect with others. A banquet or other gathering is sometimes held on the Saturday night of September Assembly (two days).

10. Will there be a "Tradition Seven" collection at Assembly?

No. In Alberta/NWT we have registration fees to cover costs. All Groups are responsible to register and pay the registration fee, even if their GR does not attend.

11. Where are the guidelines for how the Alberta/NWT Area Assembly conducts the business of Al-Anon?

In general, Alberta/NWT Area Assembly follows the guidelines presented in the *Al-Anon/Alateen Service Manual*. Our Motions in Effect booklet is an ongoing list of motions made at Assembly or AWSCM (see <https://al-anon.ab.ca/public-outreach-information/>). The Motions in Effect Booklet is included in the pre-Assembly package that is emailed to GR's in the weeks before Assembly.

12. New information came forward at Assembly that makes me think my Group would make a different choice if they had all the information. What should I do?

As a trusted servant, you have delegated authority to use your intelligence to make effective decisions. (See Concept Ten). It is assumed that you have had full consultation with your Group members and understand their needs. When attending Assembly where you have access to all the facts to guide you, it is expected that you, as a trusted servant, act according to your own informed conscience. (See Concept Three.)

13. How do I get to the Al-Anon Member's website?

The website address for World Service Office Website is **al-anon.org** Click on Members for the Members section. No password is required.

Alberta/NWT Area Website is **al-anon.ab.ca** Click Members – the password is Area80.

14. How do I make a change to our Group Record? (CMA: Current Mailing Address, Date, Time, New GR etc.) Email grouprecords@al-anon.ab.ca and your District Representative. This coordinator will change the Area's information and can tell you if there are additional people to contact.

CHAPTER 6 Acronyms

Here is a list of common Al-Anon acronyms or initials.

AAPP	Area Alateen Process Person
ACSOA	Al-Anon Central Service Office Alberta (Literature Distribution Centre (LDC) /Bookstore)
AFG	Al-Anon Family Groups
AFG, Inc.	Al-Anon Family Group Headquarters, Inc. (World Service Office)
AIS	Al-Anon Information Service
AMIAS	Al-Anon Member Involved in Alateen Service
AWSC	Area World Service Committee
AWSCM	Area World Service Committee Meeting
CAL	Conference Approved Literature
CMA	Current Mailing Address
DR	District Representative
GR	Group Representative
KBDM	Knowledge Based Decision Making (Informed Group Conscience)
LDC	Literature Distribution Centre
ODAT	One Day at a Time
PO	Public Outreach
PSA	Public Service Announcement
WSC	World Service Conference (Area Delegates meet annually)
WSO	World Service Office (currently Virginia Beach VA)
PEGs	Permanent Electronic Groups

CHAPTER 7 2025 – 2027 Term

Alberta/NWT Officers

World Service Delegate	Olive W.	delegate@al-anon.ab.ca
Chairperson	Lynn W.	chairperson@al-anon.ab.ca
Alt. Delegate/Alt. Chair/Budget Chair	Rosemarie B.	altdelegate@al-anon.ab.ca
Secretary	vacant	secretary@al-anon.ab.ca
Treasurer	Sharon P.	treasurer@al-anon.ab.ca
ACSOA Chairperson	Wendy L.	acsoa@al-anon.ab.ca
Immediate Past Delegate	Diane G	pastdelegate@al-anon.ab.ca

Alberta/NWT Coordinators

Webmaster	Heather .L	webmaster@al-anon.ab.ca
Alternate Treasurer/Venue	Sally B.	venue@al-anon.ab.ca
Group Records	Donna J.	grouprecords@al-anon.ab.ca
Registration	Bonnie P.	registration@al-anon.ab.ca
Area Resolutions	Sadie M.	resolutions@al-anon.ab.ca
Literature/Forum	Norma F.	literatureforum@al-anon.ab.ca
Alateen Coordinator	Jasmine T.	alateen@al-anon.ab.ca
Alateen Process	Jasmine T.	aapp@al-anon.ab.ca
Public Outreach	Ric Z.	public outreach@al-anon.ab.ca
Archives	Wendy P.	archives@al-anon.ab.ca
Newsletter	Kate L.	newsletter@al-anon.ab.ca

Al-Anon Information Services (AIS)

Calgary AIS	Shellie O.	calgarychairperson@al-anon.ab.ca
Edmonton AIS	Gilda F.	edmontonchairperson@al-anon.ab.ca

Area Convention Chair

Convention Chair	Carol B	2025calgaryconvention@gmail.com
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Regional Trustee Canada West

Trustee	Cindy H.	wso@al-anon.org
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District Representatives

District 1	Brooks/Medicine Hat	Sera M.	serafina01@gmail.com
District 2	Lethbridge/Taber/Coleman	Betty W proxy	district02@al-anon.ab.ca
District 3	Calgary SE	Catherine M.	district03@al-anon.ab.ca
District 4	Calgary SW	Jamie C	district04@al-anon.ab.ca
District 5	Calgary NW/Canmore	vacant	district05@al-anon.ab.ca
District 6	Calgary NE/Airdrie	Carol G	district06@al-anon.ab.ca
District 7	Drumheller/Olds	vacant	district07@al-anon.ab.ca
District 10	Rocky Mtn. House/Sylvan Lake	vacant	district10@al-anon.ab.ca
District 11	Lacombe/Red Deer	Shelly F.	district11@al-anon.ab.ca
District 12	Camrose/Leduc/Ponoka	Lois M.	district12@al-anon.ab.ca
District 13	Vegreville/Consort	vacant	district13@al-anon.ab.ca
District 14	Edson/Jasper/Hinton	Nancy C.	district14@al-anon.ab.ca
District 16	Beaumont/Sherwood Park	John H.	district16@al-anon.ab.ca
District 17	Edmonton South	Jaine-Rae C.	district17@al-anon.ab.ca
District 18	Edmonton West	Angele H.	district18@al-anon.ab.ca
District 19	Morinville/St. Albert	Josee L.	district19@al-anon.ab.ca

District 20	Edmonton North	Fiona L.	district20@al-anon.ab.ca
District 21	Athabasca/Whitecourt/Stony Plain	Susan S.	districtrepafg21@gmail.com
District 22	Bonnyville/Elk Point/Cold Lake	Terry C.	district22@al-anon.ab.ca
District 23	Grande Prairie/Fox Creek	vacant	district23@al-anon.ab.ca
District 24	Ft Good Hope/Yellowknife NWT	vacant	district24@al-anon.ab.ca
District 25	Peace River	vacant	district25@al-anon.ab.ca
District 26	Fort McMurray	vacant	district26@al-anon.ab.ca
District 28	High River/Okotoks	vacant	district28al-anon.ab.ca
District 29	Kimberley/Invermere	Charlene E (contact)	district29al-anon.ab.ca

CHAPTER 8

Group Contributions Information

Note: This list will be updated and emailed to GRs as necessary. Always check for the latest update on the Area Website: <https://al-anon.ab.ca/info-for-members/>

Member financial contributions are an important part of supporting the World-Wide fellowship of Al-Anon. Keeping the Al-Anon program available to help families and friends of alcoholics relies on financial support to our service arms at local, Area and World Service Levels. Contributions to each service arm are determined by a Group Conscience, after considering relevant information. See G41 Al-Anon Guideline for Reserve Fund, following.

Your Group can make contributions to our Service Arms in this suggested order:

1 Group (your Group's 7th Tradition).

2 District (check with your District Representative).

3 AIS (Al-Anon Information Services) if your District is in Calgary or Edmonton:

AIS Calgary

OR

AIS Edmonton

Cheques payable to:

Cheques payable to:

Al-Anon Information Services

Al-Anon Information Services

Mail to:

Mail to:

PO Box 512, Station M

PO Box 1375

Calgary, AB T2P 2J2

Edmonton, AB T5J 2N2

OR

OR

E-transfer to:

E-transfer to:

calgarytreasurer@al-anon.ab.ca
a

edmontontreasurer@al-anon.ab.ca

4 ACSOA (Al-Anon Central Service Office Alberta) Bookstore

Cheques payable to:

ACSOA

Mail cheque to:

Distribution Center (LDC)

McCaig Building

303 Forge Road SE

Calgary, AB T2H 0S9

OR

E-transfer to:

order@al-anonbookstore.ca *mailto:order@al-anonbookstore.ca* *^h*
(automatic deposit - no security question required)

Include Group name and District in the e-transfer message box.

5 AB/NWT Area Assembly

Cheques payable to:

AB/NWT Area Assembly

Mailing address (*please do not reference Al-Anon on the envelope*):

Sharon Prevost

3306, 81 Legacy Blvd SE

Calgary, Alberta 2X 2B9

OR

e-transfer to:

treasurer@al-anon.ab.ca (include Group name and District in the e-transfer message box)

Security question can be anything, but password must be Serenity.

6 AFG Headquarters, Inc.

Cheques payable to:

WSO - AFG Headquarters (Canada) Inc.

Mail to:

Canadian Office Al-Anon Family Groups

222 Queen Street, Suite 1000

Ottawa, Ontario K1P 5V9

OR

Cheques payable to:

WSO - AFG Headquarters Inc.

Mail to (requires postage to U.S.):

AFG Headquarters, Inc.

1600 Corporate Landing Parkway

Virginia Beach, VA 23454-5617

OR

Contribute online at www.al-anon.org

OR

Apply for personal automatic contributions from your bank account (see WSO website: www.al-anon.org)

CHAPTER 9

Resources

WSO:

www.al-anon.org

WSO Al-Anon Guidelines:

<https://al-anon.org/for-members/members-resources/manuals-and-guidelines/guidelines/>

2022-2025 Al-Anon/Alateen Service Manual version 4:

<https://al-anon.org/pdf/P2427.pdf>

Group Representatives, Expense Sheet for GRs:

<https://al-anon.org/pdf/G11.pdf>

Reserve Fund: WSO, Area, District and Group level:

<https://al-anon.org/pdf/G41.pdf>

Links of Service – District, Area, WSO:

<https://al-anon.org/pdf/S28.pdf>

Conference Approved Literature (CAL):

<https://al-anon.org/pdf/S15.pdf>

Service Sponsorship: Working Smarter Not Harder (P-88):

<https://ecomm.al-anon.org/ItemDetail?iProductCode=P88>

Alberta/NWT Area :

www.al-anon.ab.ca > Info for Members (password: Area80)

Alberta/NWT Area Assembly *Motions in Effect* booklet including Assembly Rules of Procedure,

<https://al-anon.ab.ca/wp-content/uploads/2024/09/MIE-August-27.-2024.pdf>

Al-Anon Central Service Office Alberta (ACSOA) Webstore for Alberta and NWT:

<https://al-anon.ab.ca/literature/>

Email:

order@al-anonbookstore.ca

ACSOA bookstore in Calgary:

<https://al-anon.ab.ca/literature/>

Phone: **403-287-3397**

Ann McCaig Building, 303 Forge Road SE, Calgary, AB, T2H 0S9

APPENDIX A

AB/NWT Area Map of Districts

May 2025

