

Northern California District 14 AFG Incorporated Guidelines  
Approved May 2025

## Alternate District Representative

The Alternate District Representative is an Officer of Northern California District 14 AFG Incorporated and a Voting Member of the Board.

### Eligibility

- Elected by District 14 for a three-year term or until the end of the current panel.
- Is not a member of Alcoholics Anonymous (*Al-Anon/Alateen Service Manual, 2022-25, pp. 86-87*)

### General duties

- Attend District 14 Monthly Meetings, Board Meetings and Annual Budget Meeting.
- Report all expenses within 90 days to the Treasurer with receipts for expenditures.

### Specific duties

The Alternate District Representative works alongside the District Representative (DR).  
The duties include:

- Acquainting themselves with the DR's duties in the event they must complete the term of the DR
  - If the Alternate DR must complete the term, a temporary Alternate is at once selected from the Group Representatives in attendance at the District Meeting. A new Alternate DR will be elected as soon as possible.
- Assuming the duties of the DR when necessary in the DR's absence
- Learn more about the District by assisting the DR in visiting the groups and occasionally accompanying the DR to a NCWSC Meeting
- Checking group's mailing addresses listed in the print-out provided by the Group Records Coordinator with each GR in the District to determine if it is correct
- Urging every group to complete on-line or promptly return the group data sheets to the NCWSA Records Coordinator
- Notifying NCWSA and WSO of groups that have disbanded
- Responsible for the yearly drawing for a Service Event

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