

# Southern California World Service (SCWS)

## Submitting Al-Anon NEW Group Registrations and Group CHANGES - The ONE STOP SHOP

New Al-Anon Group Registrations and Al-Anon Group Changes are submitted to: Group Records

Meeting Information:  
Group Name, Day, Time,  
Where, How it Meets and  
What Audience it  
Welcomes

PUBLISHED ON AL-ANON  
MEETING DIRECTORIES:  
The World Service Office  
(WSO) Al-Anon Family  
Groups, Inc.,  
Al-Anon Information  
Service (AIS) and  
Approved Al-Anon  
Websites

Information WSO maintains is  
inputted by the AGRC to the  
WSO system.  
An Email Confirmation with  
new/changed group  
information is sent to:  
Submitter and cc'd to District  
Linked Service Arm, plus the  
District Representative (DR)

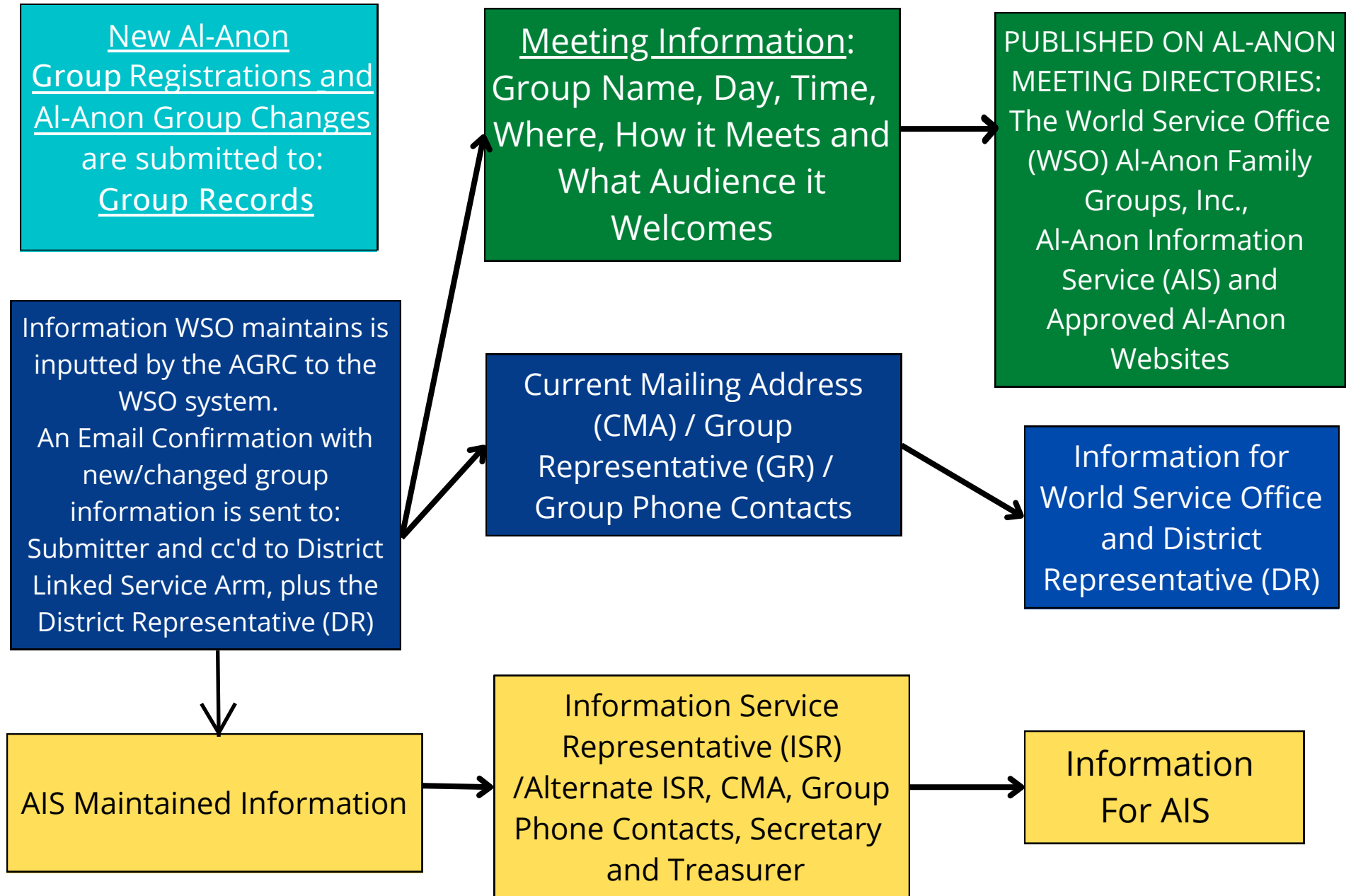
Current Mailing Address  
(CMA) / Group  
Representative (GR) /  
Group Phone Contacts

Information for  
World Service Office  
and District  
Representative (DR)

AIS Maintained Information

Information Service  
Representative (ISR)  
/Alternate ISR, CMA, Group  
Phone Contacts, Secretary  
and Treasurer

Information  
For AIS



## Definitions

*from the Al-Anon/Alateen 2022-2025 Service Manual*

- AGRC:** **A**rea **G**roup **R**ecords **C**oordinator. Keeping group information up to date is vital to assuring that the most accurate meeting information is provided to persons seeking help in the Al-Anon and Alateen fellowship. Accurate records also keep communication flowing between the group and the WSO, and the group and local service arms (pg. 46). It is essential that groups promptly report changes in their meeting location, meeting day, time, Current Mailing Address (CMA), Group Representative (GR), or phone contacts to their AGRC...(they) serve as a link between the WSO and local trusted servants (pg. 67). The AGRC can provide group reports to verify that the information on file is current (pg. 46).
- AIS:** **A**l-Anon **I**nformation **S**ervice. A local service established and maintained by one or more Districts or by groups located close enough geographically or connected by language to one another for easy access and communication. Holds periodic meetings attended by all the Information Service Representatives where activity reports, including a financial update, are made and matters regarding the groups are discussed (pg. 65).
- Area:** Areas are comprised of groups and Districts in a determined location that can be geographically or non-geographically defined. Every group in the Area has a voice and a vote in Area business through their Group Representative (GR). The Area Assembly is the business meeting where the groups send their representatives to express a voice and vote on behalf of the group. During an Assembly, the Delegate reports the activities of the World Service Conference (pg. 67).
- CMA:** **C**urrent **M**ailing **A**ddress. The CMA is a member of the group who attends the group's meeting regularly, agrees to accept and deliver the group's mail, and anticipates keeping the same contact information for at least a year. The CMA may be, but does not have to be, the Group Representative (GR) or another group officer. Each group needs to have someone who is willing to receive communications and share them with the group, as it is essential to be able to contact the group (pg. 31).

## Definitions (continued)

*from the Al-Anon/Alateen 2022-2025 Service Manual*

- District:** The District is the first link from the groups to the Area, the WSO, and the World Service Conference. Districts are comprised of a number of groups within a geographical or non-geographical part of an Area that meet as needed (pg. 64).
- DR:** **District Representative.** Is elected by the GR's from within their District. The DR chairs the District meetings, represents the groups in their District at Area World Service Committee meetings, and serves as a resource and information source for the groups (pg. 74). The term of office is three years. (pg. 153)
- ISR:** **Information Service Representative.** Attends meetings of the Al-Anon Information Service (AIS/Intergroup). Acts as liaison between the group and the AIS. Reports AIS activities to the group (pg. 59).
- GR\*:** **Group Representative.** Acts as liaison between the group and the District, and between the group and the Area Assembly. Represents the group's concerns and wishes at the District and Area, as well as informing the group of what is happening in Al-Anon in the District, Area, and worldwide. GR 's are entrusted with the Right of Decision to vote on behalf of the group according to their conscience and the good of Al-Anon as a whole (pg. 64). The term of office for a Group Representative is recommended to be three years. (pg.152)

It is suggested that the Alternate Group Representative (AGR)\* serve as the Information Service Representative (ISR) and the GR\* serve as the Alternate Information Service Representative (AISR) (pg. 66).

\* Al-Anon and Alateen members who are also members of A.A. may not serve as GR or Alternate GR. 86-87)

- WSO:** **World Service Office.** As the principal service center of the fellowship, the WSO acts in conformity with the wishes of the Conference. It publishes all Conference Approved Literature (CAL). Many functions and activities of the fellowship circulate through this office. It is the center, not the head; it serves, but does not control or direct. The relationship of the WSO to the groups is fully explained in "Al-Anon's Twelve Concepts of Service" (pg. 69).