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5/28/08

## **Hawaii World Service Action Committee Plan Addendum A**

**Action Committees** are a vehicle for increasing awareness, attendance and participation in Area activities by Group Representatives and members at Hawaii Area Assemblies.

**Purpose: Action Committees provide a time and place where Coordinators can present Al-Anon projects, ideas and steps that require ACTION.**

1. Assembly membership would divide into three Main Action Committees
2. The Area Committee will select from within each Main Action Committee one Coordinator to present their "specific action" projects at the Assembly breakouts
3. GR's and DR's will take the "specific action" discussed and worked on back to their District or Group members and encourage ACTION participation at the group level.
4. Each main committee will meet at least once at each assembly.
5. The "specific actions" will be reported at the Assembly during the Action Committee. Reports by the committee recorder and submitted to the newsletter editor for publication.
6. On a rotating assigned basis determine by need at the Area Committee meeting each main committee will present an educational workshop to the entire Assembly.

Please review the HAWAII WORLD SERVICE AREA POLICIES and GUIDLINES Section I for a full description of the duties of area coordinators and officers. These may provide inspiration for action committee projects.

**Hawaii Area's Three Main Action Committees are:**

### **Membership Action Committee**

**Group Records      Chairperson: Area Secretary**

Assure that every member or potential member is welcomed. Keeps our mailing list and group records current. Reaches out and invites participation by new and unregistered groups.

**Alateen      Chairperson: Alateen Coordinator**

Encourage the formation and support of Alateen groups by Al-Anon Groups. Educate membership about the Alateen Safety requirements for Alateen Sponsors. Encourage members to volunteer as Al-Anon Members Involved in Alateen Service (AMIAS).

**Archives      Chairperson: Archives Coordinator**

Preserve records and history of Al-Anon in the Hawaii Area. Educate the membership of Al-Anon's history.

**DR's GR's, Past Delegate**

### **Communication Services Action Committee**

**Newsletter      Chairperson: Newsletter Coordinator**

Produce an area newsletter to be the communication vehicle and voice for Al-Anon to the general public and members in the Hawaii Area.

**Literature-Forum      Chairperson: Literature-Form Coordinator**

Provide information to the groups about our Conference Approved Literature (CAL)

and the Forum magazine. Encourage members to share their experience, strength and hope by writing articles for submission.

**Website Chairperson: Website Coordinator**

Maintain the Hawaii Website to communicate the voice of Al-Anon to the general public and members in the Hawaii Area.

**Area Officer: Alternate Delegate, DR's, GR's, Past Delegates, HALDC Liaison, AIS Liaison**

## **Business Services Action Committee**

**Public Outreach Chairperson: Public Outreach Coordinator**

Encourage members to become involved in public outreach efforts to attract new members and inform the professional about Al-Anon and Alateen programs.

**Hawaii Area Budget and Fundraising Chairperson: Treasurer**

Plan ways and/or suggest fundraising activities to support the Hawaii Area Budget.

**Policy and Guidelines Chairperson: Area Chair**

Reaches out to the members with questions or concerns about the Hawaii Area Policies and Guidelines.

**DR's, GR's, and Past Delegates, Chairperson of P&G Committee**

### **Review of Action Committee Plan**

This plan covers 2006-2008 panel –a three year trial period. In future panels, the Hawaii Area Committee will conduct a review of this plan at the final Fall Area Committee meeting of the panel. The committee will present the recommended changes to the Fall Assembly for approval by the Group Representatives.

## **Guidelines for Action Committee Participants**

### **Area Delegate**

1. Facilitate the Action Committee session at the Assemblies
2. Inform Coordinators after Conference of new projects and ideas that the WSO Conference would like the membership to concentrate on.
3. Rotate between committees at each session sharing information, suggestions and answering questions by members

### **Coordinator Chairperson within Main Action Committees**

1. Attend and give Coordinator reports at Area Meeting including news from WSO.
2. At Area Meeting, Coordinators within each Main Action Committee will present ideas, projects and possible ACTION agendas to present at Area Assembly.
3. Area Committee will select one Coordinator from each Main Action Committee to present their “specific action” project determined by Area need.
4. Coordinator selected from each Main Action Committee will become the Chairperson for the Action Committee Assembly breakout.
5. Keep Action Committee focused on particular service.
6. Report to committee on new suggestions from WSO and present suggested ACTION projects they have developed and implement ACTION.
7. Secure Action Committee Recorder.

### **Action Committee Recorder**

1. Elected by the Action Committee members

2. Take minutes of the action committee meeting and keep permanent record.
3. Report to Assembly the “specific action” of their committee
4. Maintain roster (name, address, phone number, e-mail, district/service position)
5. Mail or e-mail minutes to committee
6. Submit “specific action” report to newsletter for publication

**Action Committee members, DR’s, GR’s**

1. Each Main Action Committee should have a GR or DR member from each District
2. DR’s and GR’s decide at District level which Main Action Committee they will participate in.
3. Members participate in same Main Action Committee at the Assembly for duration of three- year panel to keep continuity and be able to evaluate plan.
4. DR’s or GR’s will take the “Specific Action” of chosen Coordinator back to their District to share with GR’s who didn’t attend the Assembly and encourage participation by them and other group members.