



Northern California World Service Area  
***Immediate Past Delegate (IPD) and Past Delegate (PD) Guideline***

**HISTORY:** (Not Applicable)

**PURPOSE:**

To assist those currently serving on the NCWSC. Their involvement in Area-wide service for several terms has given them knowledge and experience needed to provide historical perspective and valuable resources to the leadership of NCWSA. The IPD is not an officer unless serving as the Chairperson.

**AUTHORITY:** (Not Applicable)

**PREREQUISITES, REQUIRMENTS, SKILLS or TALENTS NEEDED:**

- To have been the Delegate during the immediately past panel of the NCWSA

**DUTIES:**

- To immediately upon completion of their term as Delegate (and if they are not elected to serve as Area Chairperson, Secretary or Treasurer) become the IPD, if they are willing as defined in the NCWSA Bylaws Article VI, Section 10.
- To attend all meetings of the NCWSA and NCWSC and to vote as a member of the NCWSC.
- To be available to advise officers, coordinators and members as needed.
- To serve as Chairperson and Officer if the office of Chairperson becomes vacant until a new Chairperson can be elected at the next regularly scheduled meeting of the NCWSA.
- To serve as Acting Chairperson if the Chairperson is not available or has a conflict of interest.
- To attend the World Service Conference if the Delegate, Alternate Delegate or Chairperson is not able to attend.
- To perform other duties as assigned from time to time by the NCWSA and its officers.

**RESPONSIBILITIES:**

- To be familiar with and ready to assume all duties and responsibilities of the Chairperson if the member holding that position is unable to perform their duties.
- To be ready to assume all duties and responsibilities of the Delegate if the Alternate Delegate is unable to perform the duties of the Delegate.
- May attend any seminars, conferences and meetings including South West Regional Delegates Meeting (SWRDM) as authorized by the NCWSA.

**TIME-LINE:** (Not Applicable)



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**AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:**

Attend NCWSA Assemblies	- Four days per Year
Attend NCWSC Meetings	- Six days per Year
Attend SWRDM	- Four days per Year

Past Delegates serve at the request of the Area Chairperson. They may be asked to serve on a thought or task force or work group or a standing committee such as the Group Practices Committee (GPC) or the Resolution Committee (RC) as outlined in the Inappropriate Group Practices Guideline (B34). These activities will require additional time beyond attending Area World Service Committee meetings and Assemblies.

**EXPENSES:** As authorized by NCWSA.

**RESOURCES:** (Tools and Equipment Needed):

- The current Al-Anon/Alateen Service Manual
- Familiarity with NCWSA Bylaws, NCWSC Guidelines, NCWSA Chairperson Guidelines (B03) and all other guidelines and documents pertinent to the role of Area Chairperson.

**FORMS USED:**

- A4 Expense Reimbursement form

**OTHER INFORMATION:** None