

Delegate Orientation

The Conference Body can be thought of as an overall committee with several sub-committees and Chair people. We (Trustees and Delegates) are all both on a sub-committee and on the overall committee for the next twelve months.

In the upcoming Committee meeting session, you will have a chance to discuss the inter-communication method, the management of the sub-committee work and what your own personal sub-committee participation may entail over the next twelve months. This can vary from sub-committee to sub-committee.

We, the overall Conference Body or committee at large, communicate with each other throughout the year via the Conference Yahoo Group, which you should all be on by now. General announcements, reminders and important documents that are meant for distribution to the fellowship at large may be posted, as they become available, to the Yahoo Group by Trustees, Delegates, Committee Chair people and our Office Manager. This info is meant to be distributed at your District Service Committee meetings so your GSR's can distribute it to the individual meetings. As Delegates, it is your responsibility to participate in your monthly District meetings, disburse the information you receive on the Yahoo Group since the last District meeting, and gather information from your District to report to MAWS via the Yahoo Group. There will always be at least one posting to take to the monthly District meeting, the monthly accounting for MAWS.

The following is an outline to help you, as a Delegate, manage your usage of the Yahoo Group. It is not an all inclusive list. It is designed to be a guideline for what to expect and what is available to you.

- A) By the 15th of every month, MAWS' accounting for the previous month is posted. This should be distributed at the monthly District Service Committee meeting.
- B) A new version of the Service Manual will be posted soon after it has been revised to reflect the changes made to it this weekend. Please notify your District Service Committee as soon as this becomes available so that your District can keep its reference copy of the Service Manual up to date.
- C) The Minutes of this Conference will be posted within a few months of the close of the Conference. These minutes will be approved at next year's Conference, so if you have any amendments, please post them in a timely manner to the Yahoo Group and make sure next year's Delegates follow up with your amendments. The Conference minutes can be shared with your District as well.
- D) The Minutes of the quarterly Trustee calls in August, November and February, will be posted shortly after each call. These minutes should be distributed at the monthly District Service Committee meeting.
- E) Information for the annual World Convention (usually in February) may be posted periodically if there is info to be distributed throughout the fellowship.
- F) Announcements, reminders, instructions and pertinent documents for next year's Conference will be posted throughout the year. A majority of these items are posted in the months leading up to the Conference. Examples: Conference deadlines (for motion submissions, Delegate registration, etc), the Agenda Items packet, how and when to submit your District's report, etc.
- G) The Yahoo Group may also be used by the Delegates and Trustees for question and answer, discussion, exchange of information, and polling on various issues.
- H) Delegates may post any questions, concerns, requests for help, or useful information they may have about Conference committee, sub-committee work or any other topic. Furthermore questions, concerns, or

requests for help that arise at the monthly District meeting may be posted as well. These topics can then be properly addressed by the appropriate Trustee, Chair person, sub-committee or the Office Manager.

The following three important Delegate's duties are taken directly from the Service Manual and have not been covered so far.

- 1) Inform MAWS Office Manager of meeting changes. [so the website can stay updated]
- 2) Be liaison between MAWS Treasurer and District Treasurer. [relay requests and replies]
- 3) After the Conference, the Delegate returns home to report on the Conference.

Please remember that your term as Delegates began at the opening of this Conference and it ends next year when the Conference begins and the new Delegates' term begins. The months leading up to every Conference can be full of many tasks to complete and much correspondence to be addressed. It will be your responsibility as the outgoing Delegates next year to ensure that these tasks are completed and these correspondences are properly addressed.

Here is a partial list of your responsibilities leading up to next year's Conference:

- Make sure your District has reasonably discussed hosting the Conference or Convention in two years
- Reporting the election of the new Delegates to MAWS, including names and contact information.
- Distributing the Conference Agenda Items document
- Remind or direct your District to hold a session to record the group conscience on the Agenda Items
- Make sure a report is written and provided to the office manager on the status of your district and meetings at the upcoming Conference.
- Be service sponsor to next year's delegates informing them of their duties and what to expect at the conference.

When new Delegates are elected prior to the Conference, they can be thought of as "Delegates in training." They should be added to the Yahoo Group as soon as possible and can assist you on any level that you both decide is appropriate. However, keep in mind that it is still your responsibility to make sure any Conference related work is completed up until the beginning of next year's Conference.