

Unlocking the Secrets of Concepts

This presentation is based on my own experience and knowledge.

It is simplified for the benefit of new volunteers.

Your interpretation may vary as there is room for nuance.

As you gain experience you will discover a wealth of additional information.

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Part II

Things We Covered During Part I

Vision

- 1. A vision that has the potential to transform millions of lives will overcome obstacles and thrive.**
- 2. Begins with a handful of people then grows exponentially into a large organization serving millions.**
- 3. Google was started in a dorm room by two students.**
- 4. Microsoft was started in a garage by one person.**
- 5. Al-Anon was started by two ladies in a small office at Stepping Stones.**
- 6. All such organizations have overcome many obstacles and grown exponentially transforming many lives.**
- 7. Without a well-organized work force this is not possible.**
- 8. Our Concepts of Service guide our service volunteers to create a dynamic organization.**
- 9. Such organization works tirelessly to transform the vision into reality.**
- 10. Such success attracts new volunteers to be a part of a success story.**

Underlying Principles of the Concepts

1. **Razor Sharp Focus on the Vision – Our guiding force, our commitment**
 - a. Singleness of our Purpose
 - b. Fully Self-supporting
 - c. Obedience to the Unenforceable
2. **Delegation – Build strong organization, comfort zone**
 - a. Affective Delineation of Ultimate Authority
 - b. Organizational Structure
 - c. Clearly Defined Responsibility and Authority
 - d. Trust
 - e. Defined Duties and Qualifications
 - f. Policies and Procedures
3. **Leadership – Commitment, foresight, team building, role modeling**
 - a. Maintain Razor Sharp focus on our Vision
 - b. Sufficient Knowledge of our Traditions and Concepts
 - c. Create Environment to Welcome Participation, Discussions
 - d. Setting Priorities and Time Management
 - e. Operate Within the Assigned Authority and Responsibility
 - f. Conflict Resolution Skills
 - g. Seek Greater Good
4. **Communications – blood supply of our fellowship**
 - a. Group Conscience
 - b. We are All Equals
 - c. Every Opinion Counts
 - d. Keep an Open Mind
 - e. Respect Boundaries
5. **Fostering Goodwill – trusted servants, unconditional love, God's will**
 - a. Code of Conduct – Remain True to our Legacies
 - b. Principle Above Personality
 - c. Democratic Process – Dominance. Gossip, Discussion of Religion - xxx
 - d. Obedience to the Unenforceable

Use above page as a cheat sheet.

Observe the leaders in action.

Try to identify which of these underlying principles they are tapping into.

Then try to see if you can identify which Concepts are in action.

Keep M-7 in your wallet.

THE CONCEPTS OF SERVICE AND THE GENERAL WARRANTIES

1. The Ultimate Responsibility and Authority for Al-Anon World Services Belongs to the Al-Anon Groups.
2. The Al-Anon Family Groups Have Delegated Complete Administrative and Operational Authority to their Conference and its Service Arms.
3. The Right of Decision Makes Effective Leadership Possible.
4. Participation is the Key to Harmony.
5. The Rights of Appeal and Petition Protect Minorities and Insure That They be Heard.
6. The Conference Acknowledges the Primary Administrative Responsibility of the Trustees.
7. The Trustees have Legal Rights While the Rights of the Conference are Traditional.
8. The Board of Trustees Delegates Full Authority for Routine Management of Al-Anon Headquarters to its Executive Committees.
9. Good Personal Leadership at All Service Levels is a Necessity. In the Field of World Service the Board of Trustees Assumes the Primary Leadership.
0. Service Responsibility is Balanced by Carefully Defined Service Authority and Double-Headed Management is Avoided.
1. The World Service Office is Composed of Selected Committees, Executives and Staff Members.

12. The Spiritual Foundation for Al-Anon's World Services is Contained in the General Warranties of the Conference, Article 12 of the Charter.

GENERAL WARRANTIES

In all proceedings the World Service Conference of Al-Anon shall observe the spirit of the Traditions:

1. that only sufficient operating funds, including an ample reserve, be its prudent financial principle;
2. that no Conference member shall be placed in unqualified authority over other members;
3. that all decisions be reached by discussion vote and whenever possible by unanimity;
4. that no Conference action ever be personally punitive or an incitement to public controversy;
5. that though the Conference serves Al-Anon it shall never perform any act of government; and that like the fellowship of Al-Anon Family Groups which it serves, it shall always remain democratic in thought and action.



Approved by
World Service Conference
Al-Anon Family Groups

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M-7

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SUGGESTED PREAMBLE

The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics who share their experience, strength, and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery.

Al-Anon is not allied with any sect, denomination, political entity, organization, or institution; does not engage in any controversy; neither endorses nor opposes any cause. There are no dues for membership. Al-Anon is self-supporting through its own voluntary contributions.

Al-Anon has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps, by welcoming and giving comfort to families of alcoholics, and by giving understanding and encouragement to the alcoholic.



Al-Anon Family Groups
hope for families & friends of alcoholics

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Key Concepts that Delineate Ultimate Authority into Manageable Workforces Through Delegation

Tradition Two – for our group purpose there is but one authority a **loving God**.... – **Ultimate Authority**

Concept One – **The groups** are in charge of the Fellowship. – **Buck Stops Here**

Concept Two – Groups have delegated significant portion of the ultimate authority to **the Delegates**.

Largest authority delegated to a single individual

Concept Six – The delegates have delegated administrative authority to **the Board of Trustees** for managing WSO.

Here the rubber meets the road.

Concept Eight – The Board of Trustees have delegated routine management of WSO to **Executive Committee**. – **Department heads**

Concept Eleven – Routine management of the WSO is further delegated to **Select Committees, Executives and Staff Members**.

Busy bees

Delineation of Ultimate Authority

God → Groups → Delegates → Board of Trustees → Executive Committee → Select Committees, Executives and Staff members

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Part II

Today We Will Cover the Remaining Concepts

Concepts 3, 4, 5, 7, 9, 10, and 12 – Tall order, we will try at warp speed

Concepts 3, 4 and 5 – Defining our Rights:

1. **Right of Decision:**

- a. Diligent execution of bestowed authority
- b. Setting goals and developing plans to achieve set goals
- c. Bold, courageous, assertive
- d. Lack of assertiveness will promote double-headed management and unqualified authority

2. **Right of Participation:**

- a. Membership has privileges – All members are eligible to serve, just be willing
- b. Unconditional love – Will receive more than you put in
- c. God's Will – Help families and friends of alcoholics
- d. Reciprocate – Give back a little bit of the whole lot of love we have received

3. **Right of Appeal:**

- a. Group Conscience gone awry -hasty, emotional, ill-prepared decision making
- b. Submit minority opinion to the leader – list specific violation of guiding principles and potential harm (Minority opinion comes after the group conscience process, before group conscience all opinions have equal weight, no opinion is above the other, only pros and cons.)
- c. Leader is responsible to resolve the conflict

4. **Right or Petition:**

- a. Do not accept unacceptable behavior – Dominance, control, gossip xxx
- b. Report such behavior to the leader
- c. Leader must resolve this conflict immediately with utmost diplomacy
- d. We must maintain a healthy environment where everyone feels safe and their freedom is protected

Concept 7 – Defining Rights of Delegates and Trustees

1. Traditional Rights of Delegates:

- a. Manage overall functioning of the Fellowship
- b. Define Fellowship's short term / long term needs and set priorities
- c. Can bring about complete reorganization of the WSO if necessary – SM p-170
- d. Does not interfere with Trustees' authority

2. Legal Rights of Trustees:

- a. Develop plans to accomplish goals and priorities set forth by the Delegates.
- b. Could override Delegates' goal that cannot be accomplished within the budget and manpower
- c. Manage overall functioning of the WSO
- d. Protect copyright property, real property and intellectual property of the Fellowship
- e. Manage all legal issues swiftly, decisively and independently

Concept 9- Leadership

Keep the Ship Sailing in the Right Direction Through Thick and Thin

Leadership – Commitment, foresight, team building, role modeling

- a. Maintain Razor Sharp Focus on our Vision / goals / objectives
- b. Sufficient knowledge of our Legacies
- c. Create Environment to Welcome Participation, Discussions
- d. Setting Priorities and Time Management
- e. Operate Within the Assigned Authority and Responsibility
- f. Conflict Resolution Skills
- g. Seek Greater Good

Read Bill W's essay on Leadership in the Service Manual – p195

Concept 10 – Setting Clearly Defined Boundaries

1. All Volunteers at every service level must know where their authority begins and where does it end
2. Loosely defined boundaries will result in:
 - a. **Double-headed Management.**
 - i. Overlapping boundaries
 - ii. Gaps in boundaries
 - iii. Under such conditions two leader may find themselves doing the same thing. This is referred to as double-headed management
 - b. **Unqualified Authority**
 - i. If the leader fails to act decisively then someone may step in and take charge. This is referred to as unqualified authority
 - ii. Despite all good intentions this is very counter productive
3. These will result in turf battles, loss of efficiency and quality
4. Seek clarification from the leader to redefine:
 - a. Boundary of authority
 - b. Update policy and/or procedure
 - c. Update duty and qualification

Concept 12 – Obedience to the Unenforceable, Focused on Greater good, Unconditional Love, Trust the Process

Delegates, Trustees and Executives SHALL Observe the Spirit of the Traditions

All Conference participants must exercise prudence and balance in all that they do for the Fellowship. Take ample time and use all available resources to make wise decisions. Never be afraid to venture into uncharted territory however pursue with confidence and precautions. Minimize any negative fallout. We are all equals and treat each other with respect and dignity. Remain true to the Fellowship avoiding all outside distractions.

Warranty 1: Manage our money wisely only for the benefit of the Fellowship

- 1. Maintain sufficient operating funds for general functioning of the WSO**
- 2. Maintain ample reserve to deal with unforeseen crises resulting in major expenditures**
- 3. Conduct annual audit of finances and present annual budget to the Conference**

Warranty 2: Unqualified authority – Dominance, control, ego, arrogance xxx

- 1. This kind of behavior is totally unacceptable and SHALL never be tolerated**
- 2. Respect authority and work as a unified team**
- 3. Understand leading roll and supportive roll**

Warranty 3: Group Conscience, informed decisions

1. Through Thought Force, Task Force and KBDM develop all necessary information to empower the decision makers
2. Conduct a thorough discussion reviewing all pros and cons, risks and rewards
3. Listen to all opinions with equal weight
4. Seek greater good
5. Approve all motions with significant majority

Warranty 4: Treat each Conference participant with dignity and respect. No opinion on outside issues

1. Remain focused on principles over personalities
2. Avoid criticism, judgement and gossip
3. Avoid discussions of politics, religion or any such outside issues that can divert us from our primary spiritual aim
4. Use due diligence so as not to create any public controversy or draw negative attention to our Fellowship

Warrant 5: We are all equals, focused on greater good, avoid outside temptations, fully self-supporting

1. There is no room for any kind of human authority, only Loving God we bow to
2. We are all equals, treat each other with kindness and compassion avoiding any action that may be personally punitive or minimize one's freedom
3. Remain focused on the future of our Fellowship avoiding all outside distractions
4. Trust and follow our process which is based on democratic principles shunning any kind of dominating force

Jay P.

August 21, 2021

For Louisiana Area Assembly