

**La Leche League  
of  
Southern California/Nevada**

**Area Council Guidelines**

The Area Council consists of the Executive Council (Leader Department, Leader Accreditation Department, Area Professional Liaison Department, Area Conference Department, Area Publications Department, Communication Skills Department and the Area Finance Department), their Associates/Assistants, a few others and members of the Southern California/Nevada Board of Directors.

**Responsibilities of Area Council Members**

- Attend the Annual Area Council meeting held usually in the fall.
- Share any Area or District information with the AACL or ACL for inclusion in District Letters.
- AACLs need to include S CA/NV Board of Director members when emailing out their District Letters.
- If online, be sure to check your email often for department and Area communications.

**Reimbursement Policy:**

- Check with your Department Head first before spending money on postage, mileage or other items. Advances may be available upon request and approval by your Department Head.
- You will need to show all receipts for reimbursement purposes. Please send to your Department Head for approval.

**Mixing Causes**

- As a member of the Area Council, and even as a Leader, there should be no mixing causes at Group meetings, online, or at any La Leche League functions. If you are not sure if your situation is mixing causes, please contact your AACL, ACL or APL,

depending on the specific issue..

- Answering machine salutation should reflect the Area's policy on mixing causes. Signature or after signature on your email should also reflect the Area's mixing causes policy, when sending emails pertaining to La Leche League.
- Dealing with incoming La Leche League calls or your business calls:  
If you do not have a second phone line, you might consider placing on your answering machine, "*Please be sure to leave a message and I will get back to you as soon as possible.*" This will make it easier to answer the phone call as either an LLL call or a business call, therefore not mixing causes.
- At all times, Leaders wearing two hats must be very careful not to promote their business until they are sure that it's a business call. The same is true for LLL, IBCLCs, childbirth educators or doula calls. Please consult your AACL or the ACL if you need more clarification on this matter.
- If you are unsure if your situation is mixing causes, or you need help with your message, be sure to contact your AACL, ACL or APL, depending on the specific issue.

### **District Workshops**

- A Voucher is at the end of these Guidelines. If you have any questions about the Vouchers, please be sure to ask your Department Head before a District Workshop.
- We encourage you to go to as many District Workshops that you want to attend. This is part of your job...to be visible as an Area Council member to the Leaders.
- Fees for a District Workshop are as follows...
- Full day with morning and afternoon sessions, or a continued session in the afternoon is \$20. Half a day workshop is \$10, with or without a potluck lunch.
- If you purchase food, drinks, paper products or other items for a District Workshop, please note that you will not be automatically reimbursed. You may discuss this type of reimbursement with your Department Head for reimbursement from your Department funds if you wish. Or save the receipts for personal tax purposes.
- Many AACLs suggest that the hostess/es of a workshop, be it either taking place at a home or at a public site, organize gathering the supplies for the workshop lunch and snacks. Those Leaders in attendance may volunteer to bring snacks, drinks and paper items, as well a potluck dish. Those bringing such items can save their receipts for personal tax purposes.

## **Area Conference**

- It is the responsibility of the Area, the Conference Department and the Area Council, to put on the Area Conference.
- Attend and participate in the Area Conference.
- As an Area Council member, it is expected that you be a speaker or a Facilitator at the Area Conference. If your children are too young to manage either, there are other ways in which you can help at the Conference. Be sure to contact the Area Conference Supervisor (ACS) or her Administrative Assistant (AACS) on where to help out at the Conference. Their names, phone numbers and email address are located in the *Leader Directory*.
- Due to the many tickets that are sold for the Area Conference, getting everyone through the luncheon lines in a reasonable time requires much help. If you are able, we would appreciate your help to assist parents with babes in arms through the luncheon lines and to their table. The ACS gives instructions about 15 minutes before we open the doors for the formed line to proceed in the luncheon area.
- Many active Area Council members receive partial to full complimentary registration for the Area Conference. This is based on the level of responsibility that your Area Council job entails. Contact your Department Head for further information. Luncheon tickets, drawing tickets, hotel reservations and other purchases are the responsibility of the individual Area Council member.
- To receive the complimentary Conference registration, you must be an active Area Council member and have been in your Area job for at least 3 months.
- As a representative of the Area, when attending sessions at the Area Conference, you will be expected to help keep the noise level down for taping and listening purposes.

## **Department Responsibilities and Activities**

- Please contact your Department Head. The names, phone numbers and email addresses can be found in the *Leader Directory*.

## **The Area Council**

- The names, phone numbers and email address of the Area Council are located in the *Leader Directory*.
- Please note that when the S CA/NV Area changes to an Area Network, many of the initials (Alphabet Soup) may change a bit to reflect the Network.

**Leader Department**

ACL  
Administrative Assistant  
AACL LA Beaches  
AACL LA North  
AACL Nevada  
AACL No. Coastal Counties  
AACL No. Inland Counties  
AACL Orange County  
AACL San Bernardino/Riverside  
AACL San Diego  
AACL at Large  
Leader Profile Resource Assistant

**Leader Accreditation Department**

CLA  
ACLA/Area LAD Secretary  
ACLA  
ACLA  
ACLA  
ACLA  
Isolated Applicant Coordinator

**Area Professional Liaison Department**

APL  
AAPL LA North  
AAPL Beaches  
AAPL Nevada  
AAPL No. Coastal Counties  
AAPL No. Inland Counties  
AAPL Orange County  
AAPL San Bernardino/Riverside  
AAPL San Diego  
AAPL CE Program  
PLD Adviser

**Communication Skills Department**

CSDC, Facilitator  
Facilitator, Trainer  
Facilitator, Trainer  
Facilitator  
Facilitator  
Facilitator

**Area Conference Department**

ACS  
  
AACs/Administrative Assistant  
AACs/Program  
AACs/Registration  
AACs/Facilities  
Co-AACs/Merchandising  
Area CS/Cassette Librarian  
Coordinator  
Area Conference Treasurer

**Area Finance Department**

AFC  
  
Area Treasurer/Corporate  
Area Treasurer/Financial Recording  
Member Database Administrator  
Budget Committee  
Area Conference Treasurer  
Nametag Manager  
World Breastfeeding Week Coordinator  
Funding Resource Coordinator  
Outreach Coordinator  
Baby Fair/Expo Coordinator  
Investment Committee

**Publications Department**

APC

Area Database Administrator

Publications Editor

*League Spirit & News & Notes*

Mailing/Circulation Coordinator

*Wet Set Gazette* Editor

Media Liaison

Information Technology Manager (ITM)

Email Announcements

Area Web site Maintenance

CN Resource Specialist

**BOARD OF DIRECTORS**

President

Vice President

Secretary

Treasurer

Area Coordinator of Leaders

Coordinator of Leader Accreditation

Area Professional Liaison

Area Conference Supervisor

Area Publications Coordinator

Communication Skills Department Coordinator

Area Finance Coordinator

Director

Director

**La Leche League of Southern California/Nevada**

**Area Council Voucher Form**

**Your name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

Department \_\_\_\_\_ Office/Position \_\_\_\_\_

Event: \_\_\_\_\_ Workshop: yes no

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Will you be speaker at this event? yes no Attendee: yes no

Signature of Department Head \_\_\_\_\_

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**La Leche League of Southern California/Nevada**

**Area Council Voucher Form**

Your name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_ Office/Position \_\_\_\_\_

Event: \_\_\_\_\_ Workshop: yes no

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Will you be speaker at this event? yes no Attendee: yes no

Signature of Department Head \_\_\_\_\_

**La Leche League of Southern California/Nevada**

**Area Council Fund Request Form**

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*For office use only* Check date \_\_\_\_\_  
Check # \_\_\_\_\_ Check amount \_\_\_\_\_

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**Please send this to your Department Head. She will forward it to the Area Treasurer for processing. Please be sure to include a SASE.**

Your name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_ Office/Position \_\_\_\_\_

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I need \$ \_\_\_\_\_ for the following expenses which I have incurred. \* Note: Expenses cannot be paid unless receipts are attached to this form. Please send in copies of phone bills.

**DEPARTMENT EXPENSES**

**WORKSHOP and/or OTHER EXPENSES**

Postage \$ \_\_\_\_\_ \$ \_\_\_\_\_

Printing/Supplies \$ \_\_\_\_\_ \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_ \$ \_\_\_\_\_

Mileage \$ \_\_\_\_\_ \$ \_\_\_\_\_

Mileage details are required by the I.R.S.

DATE	WHERE TO	PURPOSE	MILES
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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I need \$ \_\_\_\_\_ in advance for the following purpose...

\*Note: If you wish to donate a portion of your expenses, please indicate the amount to be donated \$ \_\_\_\_\_ The Area Treasurer will acknowledge your donation for income tax purposes. Thank You!