

The Area Alateen Coordinator is the Center point for the Alateen Sponsors and the Al-Anon program.

#### The Area Alateen Coordinator:

- Must be a certified AMIAS (Al-Anon Member Involved in Alateen Service) by Florida South Area 10 Guidelines and be current on the training workshops modules.
- Attends all Area Assemblies (two for three years), Area World Service Committee Meetings (two the first two years and three the third year), and Area Service Seminars
- Prepares written reports and presents oral reports for Assemblies, Area World Service Committee Meetings (makes copies of their written report according to the Chairs request), Service Seminars and the Sunshiner
- Speaks at Group and District Events when asked.
- Facilitate a “breakout” meeting at Assemblies and then gives a report at that Assembly
- Acts as a liaison with all Area 10 Districts and WSO not just their District
- Participate in WSO e-communities and any WSO Conference Calls
- Communicates with all Area 10 District Alateen Chairpersons and Alateen Sponsors (AMIAS)
- Reply promptly to all emails, phone calls, texting, and all communication
- Set up a generic email address that can be passed consistently from panel to panel, changing only the password by the new panel member
- To be willing to serve as a support to the new incoming panel members
- Is familiar with the Florida South Area 10 By-Laws
- Keep receipts/records of expenses for reimbursement

#### Area Alateen Coordinator Responsibilities:

- 1) Assist with the Alateen Conference, also attends if possible
- 2) Assist with the Alateen Program in the Al-Anon Convention, also attends if possible
- 3) Update the Alateen Training Modules as needed
- 4) Provide Alateen Sponsor Training when asked
- 5) Keep record of the Alateen Sponsor’s training
- 6) Assist Al-Anon members who are interesting in becoming a sponsor (AMIAS)
- 7) Communicate with the AAPP and help them whenever needed
- 8) Sit on the Alateen Protocol Committee
- 9) Willing to travel to the Districts to facilitate training for AMIAS when asked