

Job Descriptions
Alateen Conference
Florida South Area 10

**It is important to note that the Alateen Conference Chairs and Executive Sub-Committees are chaired by Alateens themselves with the support and guidance of Certified Alateen Sponsors.
For voting purposes, each committee has one vote.**

SPONSOR Conference Chair:

Eligibility to stand for the Alateen Conference must fulfill all of the following;

- a. Any active Al-Anon member, who is a certified Alateen sponsor and not a member of A.A.
- b. Member has completed all requirements, as outlined through the Florida South Area 10 AMIAS/AAPP process.
- c. Member has served on a previous Alateen Conference.
- d. Member must be present to stand for, and be ratified, at the Fall Assembly
- e. Attend and vote at two (2) Area World Service Committee Meetings.
- f. Provide update reports at the AWSC meetings (Winter up-date & Summer wrap-up) and the Spring Assembly.
- g. Attend and give Final Report to Fall Assembly.
- h. Work closely with the Alateen Conference Chair.

ALATEEN Conference Chair:

Eligibility to stand for the Alateen Conference must fulfill all of the following;

- a. Any active, responsible Alateen member willing to commit to a 1 year obligation.
- b. Alateen member, who has attended a previous conference.
- c. Alateen Conference Chair will work closely with **SPONSOR** Conference Chair. (It is a good practice to encourage Alateens at the current Conference to take an interest in planning the next Conference.)

Conference Chair position is a 1 year commitment for both Alateen and Sponsor. Responsibilities include:

- a. Announce the theme and location as soon as possible after the Fall Assembly, but no later than January 1st of the conference year.
- b. Responsible for selecting Officers for the Executive Committee, (Co-Chair, Treasurer, Secretary and Speaker/Advisor).
- c. For voting purposes at AWSC meetings, this position has only one vote (Alateen Conference Chair)
- d. Available at Assemblies and Area events to take completed and notarized Florida South Area 10 Travel & Medical Release forms.
- e. Return the Alateen Conference checkbook and register to the Area Treasurer at the AWSC meeting or Fall Assembly immediately following the Conference including all receipts.
- f. Obtain CAL on consignment from the Area Literature Coordinator at the Spring Assembly; and return unsold literature to the Area Literature Coordinator at the Summer AWSC Meeting or Fall Assembly immediately following the Conference.

Eligibility for the Alateen Conference Executive Committee must fulfill all of the following;

Any active Al-Anon member, who is a certified Alateen Sponsor or AMAIS, can participate.