

## South Florida, Area 10

### ALATEEN COORDINATOR - Job Description

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#### Eligibility Requirements for the Position:

Any Al-Anon member who has served a minimum of one (1) year at the Florida South Assembly level and has not previously served in that coordinator's position for a full 3-year term. (This is a 3-year commitment.) The Area Alateen Coordinator is required to be a certified AMIAS.

#### Job-Specific Duties and Responsibilities:

- Becomes familiar with the Digest of Al-Anon and Alateen Policies contained in the Service Manual and the 2003 Alateen Motion from the Board of Trustees.
- Serves as a resource to district and to potential AMIAS regarding the certification and recertification process. Attends and participates in WSO phone conferences when scheduled by the World Service Office (WSO).
- The Area Alateen Coordinator is the vital link of communication between the WSO and the Area on matters relating to Alateen and serves as liaison between the Area Assembly and Alateen Conferences.
- Is familiar with the Area's Alateen requirements / processes and is committed to ensure that all Al-Anon and Alateen groups and events are in compliance.
- Develops a process for sharing information in a timely manner, communicating with all Area 10 trusted servants, including but not limited to district representatives, certified AMIAS, members and trusted servants. Methods may include personal contact, newsletter, regular e-mails, or other means, letting them know that the Alateen Coordinator is a resource.
- Updates the Alateen Training Modules, as needed.
- Coordinates all Area AMIAS training; trains the trainers in each district who will conduct district level training. Keeps the official records of AMIAS training, working the district level trainers and the Area Alateen Process Person (AAPP) to coordinate training records.
- Travels to districts to facilitate training for potential and current AMIAS, when asked.
- Facilitates AMIAS meetings at Area Events and coordinates training at the Area 10 Convention.
- Assists with the Alateen Conference and the Alateen Program in the Area Convention. Attends if possible.
- Works closely with the Area Alateen Process Person (AAPP).
- Assures that Area 10 Approval is obtained in advance for any Area 10 AMIAS / Alateens to attend an event outside of Area 10. Communicates this approval to Area 10 Alateen trusted servants, District Representatives, Al-Anon Information Service Liaisons.
- Sits on the Area Alateen Safety Committee and the Area Alateen Appeal Committee, when convened.

Created 9/21/2021

Assembly approved 5/14/2022 motion #6

AWSC approved 3/5/2022

WSO approval date 2/19/2022

## General Duties and Requirements of the Coordinator:

- Attends and casts votes on business at two (2) (Winter and Summer) Area World Service Committee Meetings (AWSC) in years one and two of the panel, and three (3) AWSC meetings in year three of the panel.
- Attends two (2) Assemblies (Spring and Fall) each calendar year for all three years of the panel.
- Prepares and presents a written report for each AWSC meeting, complying with any deadline and method for submission established by the Chairperson. (*Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year*).
- Prepares and presents a written report for each Assembly, complying with any deadline and method for submission established by the Chairperson. (*Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year*).
- Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
- Participates at district events within Florida South Area 10, when invited.
- Participates in WSO communication opportunities, i.e., conference calls and AFG connects.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, calls, and texts.
- Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.
- Serves as a support to the corresponding/new incoming panel member.
- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Must have computer and internet access.
- Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
- Is responsible to serve all districts within Area 10.
- Each coordinator serves as a liaison with all Area 10 Districts and WSO and keeps in touch with the appropriate district level Alateen Trusted Servants.
- Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
- Will need to obtain or create a contact list of district level Alateen trusted servants and communicate regularly with them. (Note: there may be a service position with districts called the Alateen Chairperson. The Alateen Coordinator *serves at the Area level while Alateen chairpersons serve at the District level.*)
- Leads “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Assures that written notes of the breakout meeting are provided to the Area Secretary.
- Failure to be present at two consecutive Area World Service Committee/Assembly meetings (combined) is grounds for removal and replacement of a Coordinator.