

AREA ALATEEN PROCESS PERSON (AAPP) - Job Description

AAPP@AFGFLS.COM

Responsible for processing and safeguarding all information, both electronic and paper, for Al-Anon Members Involved in Alateen Service (AMIAS). This includes applications, background checks, recertification documents, and other pertinent information. The AAPP also processes registrations/changes for the Alateen Groups located in the Florida South Area. Keeps all databases current, including WSO and Florida Department of Law Enforcement (FDLE).

Eligibility:

(This is a 3-year commitment.)

The Immediate Past Delegate serves as the AAPP:

Does not have to be a certified AMIAS, since this position has no contact with Alateens; however, experience as an AMIAS is helpful.

Job-Specific Duties and Responsibilities:

- Conducts and completes the Florida South Annual Recertification within the established timeline, assuring all Area 10 requirements, including training, have been met by each AMIAS. Advises district level trusted servants of any change in AMIAS status.
- Serves as the link to WSO regarding the status of any changes in the Area's Alateen processes and procedures.
- MUST have computer, printer, scanner/fax and shredder capabilities/access.
- Reviews and processes all AMIAS applications in a timely manner (generally within 7 days after receipt of both the application and the background check.)
- Enters AMIAS data into the Online Group Records database supported by WSO for all applications and Status Change Forms.
- Manages / regularly updates the on-line Florida Department of Law Enforcement (FDLE) database by removing those AMIAS no longer certified or for whom there are duplicate entries.
- Acts as Alateen Group Records Coordinator, entering data into Online Group Records database for all Alateen group records using designated forms for new Alateen group registration or Alateen group changes. Keeps WSO and Florida Department of Law Enforcement (FDLE) databases current.
- Serves as the mail recipient for FDLE bills.

Creation Date 9/21/2021 Updated March 2023
Accepted by AWSC 3/5/2022

WSO approval date 2/2/2022
Accepted by Assembly 5/14/2022

- Maintains confidentiality of AMIAS information, both paper and electronic. Maintains paperwork in locked secure file boxes pursuant to Area, & FDLE requirements.
- Shreds outdated paperwork in accordance with Area & FDLE retention requirements.
- Cooperates with FDLE in event of Audit.
- Receives all FDLE data electronically.
- Serves as a resource to districts and to potential AMIAS regarding the certification process.
- Attends and participates in WSO phone conferences when scheduled by the WSO.
- Advises the Area Treasurer of any AMIAS reimbursement needed (for background checks).
- Advises Area Web Coordinator of Alateen Group Changes that affect the website.
- After verifying accuracy of All FDLE bills; scans and e-mails all FDLE bills to Area Treasurer for payment.
- Cooperates and communicates with Area Alateen Coordinator.
- Promptly notifies district level Alateen Chairpersons, DR and AISL of any AMIAS approvals or change in status.
- Communicates with district level Alateen Chairpersons, DR and AISL regarding the process of the annual recertification, and advises them of any change in an AMIAS status.
- Becomes familiar with the AMIAS Application process and its requirements.
- 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.
- Becomes familiar with the FDLE criminal history background process.
- Becomes familiar with the FDLE User Agreement and requirements.
- Becomes knowledgeable of the process and responsibilities for documenting AMIAS training in Area 10.
- Keeps WSO current with the Area's Alateen Process and Procedures
- Becomes proficient at accessing and managing the FDLE database for Area 10 AMIAS.
- Becomes familiar with the Area 10 Process to Confidentially Resolve a Complaint or Allegation Regarding an AMIAS.
 - Chairs the Area Alateen Safety Committee and the Area Alateen Appeal Committee, if convened.

General Duties and Requirements:

- 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 all WSO communication opportunities, i.e., conference calls and *AFG Connects*.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone 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.
- Keeps receipts and records of expenses for reimbursement by the Area Treasurer, using the appropriate Area reimbursement form(s).
- Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
- Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
- Obtains a contact list of Alateen Chairs from the Area Alateen Coordinator and the Area Contact List from Area Group Records Coordinator.
- Participates in “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.
- All Area Coordinators must attend Area meetings and perform their duties in compliance with current Florida South Area 10 Policies, Procedures and guidelines.