

Florida South (Area 10)

AREA ALATEEN PROCESS PERSON (AAPP) - Job Description

AAPP@AFGFLS.COM

Eligibility Requirements for the Position:

The Immediate Past Delegate of Florida South (Area 10) (FL-S) serves as the AAPP. 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. (This is a 3-year commitment.)

If the Immediate Past Delegate is not available for the AAPP position, the FL-S Area Chairperson may appoint an eligible* member.

- * All former and outgoing Florida South (Area 10) (FL-S) District Representatives (DRs) who have previously served a full 3-year term as DR and a full 3-year term as Group Representative (GR), both in FL-S— total of six (6) years – and who have not previously served a full 3-year term as AAPP.

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 FL-S. Keeps all databases current, including WSO and Florida Department of Law Enforcement (FDLE).

Job-Specific Duties and Responsibilities:

1. Conducts and completes the Florida South Annual Recertification within the established timeline, assuring all FL-S requirements, including training, have been met by each AMIAS. Advises district level trusted servants of any change in AMIAS status.
2. Serves as the link to WSO regarding the status of any changes in the Area's Alateen processes and procedures.
3. MUST have computer, printer, scanner/fax and shredder capabilities/access.
4. Reviews and processes all AMIAS applications in a timely manner (generally within 7 days after receipt of both the application and the background check.)
5. Enters AMIAS data into the Online Group Records database supported by WSO for all applications and Status Change Forms.
6. Once the AMIAS applicant is approved to become an AMIAS in FL-S, a congratulatory letter is sent to the new AMIAS, which includes reimbursement process for expenses incurred. The DR, Area Alateen Coordinator (AAC) and the Area Treasurer are copied.
7. Manages / regularly updates the on-line FDLE database by removing those AMIAS no longer certified or for whom there are duplicate entries.
8. 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 FDLE databases current.

9. Serves as the mail recipient for FDLE bills.
10. Maintains confidentiality of AMIAS information, both paper and electronic. Maintains paperwork in locked secure file boxes pursuant to FL-S and FDLE requirements.
11. Shreds outdated (5 years) paperwork in accordance with FL-S and FDLE retention requirements.
12. Cooperates with FDLE in the event of an Audit.
13. Receives all FDLE data electronically.
14. Serves as a resource to districts and to potential AMIAS regarding the certification process.
15. Attends and participates in WSO phone conferences when scheduled by the WSO.
16. Advises Area Web Coordinator of Alateen Group Changes that affect the website.
17. After verifying accuracy of All FDLE bills; scans and e-mails all FDLE bills to Area Treasurer for payment.
18. Cooperates and communicates with the AAC.
19. Promptly notifies district level Alateen Chairpersons and DR of any AMIAS approvals or change in status.
20. Communicates with district level Alateen Chairpersons and DR regarding the process of the annual recertification and advises them of any change in an AMIAS status.
21. Becomes familiar with the AMIAS Application process and its requirements.
22. 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.
23. Becomes familiar with the FDLE criminal history background process.
24. Becomes familiar with the FDLE User Agreement and requirements.
25. Becomes knowledgeable of the process and responsibilities for documenting AMIAS training in FL-S.
26. Keeps WSO current with the FL-S Alateen Process and Procedures
27. Becomes proficient at accessing and managing the FDLE database for FL-S AMIAS.
28. 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:

1. Attends Area World Service Committee (AWSC) Meetings as voting member during the Panel.
2. Attends all Assembly Meetings as a non-voting member during the panel unless they are representing a group. In which case, they would vote on the Group's behalf.

3. Prepares and presents a written report for each AWSC and Assembly meeting, complying with any deadline and method for submission established by the Area Chairperson. Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year.
4. Attends FL-S Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
5. Participates at district events within FL-S, when invited.
6. Participates in all WSO communication opportunities and *AFG Connects*.
7. Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
8. Must have computer and internet access, and ability to participate in virtual platforms. Must be able to use word processing, open PDF or compatible programs and be otherwise literate to manage electronic voting and access on-line registration programs that may be used by FL-S.
9. Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to FL-S Policies ,Procedures, Guidelines, and Processes.
10. Serves as a support to the Incoming ~~panel member~~ AAPP.
11. Keeps receipts and records of expenses for reimbursement by the Area Treasurer, using the appropriate Area reimbursement form(s).
12. Uses a contact list of Panel members, provided by the Area Group Records Coordinator (AGRC), to communicate with DRs.
13. Obtains a contact list of Alateen Chairs from the AAC and the Area Contact List from AGRC.
14. Participates in “break-out” meetings whenever on the agenda for AWSC and Assembly meetings. Assures that written notes of the breakout meeting are provided to the Area Secretary.

Note: If the AAPP fails to perform the duties of that position, which includes providing written reports, and/or does not attend any two (2) meetings during a twelve (12) month period (from the first missed meeting), including Florida South (AREA 10) Assembly or Area World Service Committee (AWSC) Meetings, the Area Chairperson may ask for their resignation.

If the AAPP does not submit their resignation, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (Area 10) Assembly Meeting and the AAPP will be removed effective immediately.