

Florida South (Area 10)
ALATEEN COORDINATOR - Job Description
 alateen@afgfls.com

Eligibility Requirements for the Position:

Anyone who has served a minimum of two (2) full years in Florida South (Area 10) (FL-S) as a Group Representative (GR) and has not previously served in that Coordinators' position for a full 3-year term is eligible. (This is a 3-year commitment). The Area Alateen Coordinator is required to be a certified AMIAS.

Job-Specific Duties and Responsibilities:

1. 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 and has knowledge and access to FL-S Policies, Procedures Guidelines and Processes.
2. Shall serve as a resource to Districts and to potential AMIAS regarding the certification and recertification process. Attends and participates in WSO conferences when scheduled by the World Service Office (WSO).
3. The Area Alateen Coordinator is the vital link of communication between the WSO and the FL-S on matters relating to Alateen and serves as liaison between the FL-S Assembly and Alateen Conferences.
4. Is familiar with the FL-S Alateen requirements / processes and is committed to ensure that all Al-Anon and Alateen groups and events are in compliance.
5. Develops a process for sharing information in a timely manner, communicating with all FL-S trusted servants, including but not limited to District Representatives (DRs), certified AMIAS, members and trusted servants. Methods may include personal contact, newsletter, e-mails, or other means, letting them know that the Alateen Coordinator is a resource.
6. Updates the Alateen Training Modules, as needed.
7. Coordinates all FL-S 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.
8. Travels to Districts to facilitate training for potential and current AMIAS, when asked.
9. Facilitates AMIAS meetings at FL-S Events and provides training at FL-S events in accordance with FL-S guidelines, when time allows.
10. Assists with the Alateen Conference and the Alateen Program in the FL-S Convention. Attends if possible.
11. Works closely with the Area Alateen Process Person (AAPP).

12. Assures that FL-S Approval is obtained in advance for any FL-S AMIAS/Alateens to attend an event outside of FL-S . Communicates this approval to FL-S Alateen trusted servants and DRs.
13. Sits on the Area Alateen Safety Committee and the Area Alateen Appeal Committee, when convened.

General Duties and Requirements of the Coordinator:

14. Attends Area World Service Committee (AWSC) Meetings as a voting member during the Panel.
15. 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.
16. Prepares and presents a written report for each AWSC and Assembly Meetings, 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).*
17. Attends FL-S Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
18. Participates at District events within FL-S when invited.
19. Participates in WSO communication opportunities, i.e., conference calls and AFG connects.
20. Replies promptly to all communication, including hard-copy correspondence, e-mails, calls, and texts.
21. Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to the FL-S Policies, Procedures, Guidelines, and Processes.
22. Serves as a support to the Incoming Alateen Coordinator.
23. Submits receipts to the Area Treasurer, using the appropriate Area Reimbursement Form(s).
24. 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 computer literate to manage electronic voting and access on-line registration programs that may be used by the Area.
25. Is responsible to serve all Districts within FL-S.
26. Each Coordinator serves as a liaison with all FL-S Districts and WSO and keeps in touch

with the appropriate District-level Alateen trusted servants.

27. Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs.
28. 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.)
29. 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.

Note: If any Area Coordinator 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 Area Coordinator 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 Area Coordinator will be removed effective immediately.