

SPANISH COORDINATOR - Job Description

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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)

Job-Specific Duties and Responsibilities:

1. The purpose of the Spanish Coordinator is to act as liaison between FLS-S and all the Spanish groups in Florida South.
2. Interacts consistently with Intergrupo by attending meetings and providing FL=S information, etc.
3. Is willing to visit groups in need of support in FL-S.
4. Participates and encourages the use of translation tools, to facilitate communication between English and Spanish speaking members, when asked and assists FL-S translate documents from English to Spanish and Spanish to English.

General Duties and Requirements of the Coordinator:

1. Attends Area World Service Committee (AWSC) meetings as a voting member during the Panel.
2. Attends all Assembly meetings as 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 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).
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, i.e., conference calls and *AFG Connects*.
7. Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
8. 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.

9. Serves as a support to the incoming Spanish Coordinator.
10. Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
11. 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.
12. Is responsible to serve all districts within FL-S.
13. Each coordinator serves as a liaison with all FL-S and WSO and keeps in touch with the appropriate District-level chairpersons.
14. Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
15. Will need to obtain or create a contact list and communicate regularly with all District level Chairpersons or other positions that correspond to the coordinator position. *(Coordinators serve at the Area level while chairpersons serve at the District / AIS level.)*
16. Leads “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 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