

SPANISH COORDINATOR

JOB DESCRIPTION

The purpose of the Spanish Coordinator is to act as liaison between Area 10 and all the Spanish groups in Florida South.

Eligibility requirements:

- Three year commitment – one day at a time
- Fully bilingual
- At least one year of service as a GR

Attendance requirements:

- Two Area World Service Committee meeting (AWSC) per year (inclusive of 3rd year Turnover meeting). Prepares oral and written report (make 45 copies for Panel Bins)
- Two Assemblies per year. Prepares oral and written report (make 175 copies for the folders and 45 for bin folders)

Duties and responsibilities:

- Responsible for chairing the Spanish Breakout meetings at Assembly
- Give reports for the breakout meeting and oral report at Assembly
- Attend monthly Intergrupo meetings and bring updated guidelines to distribute.
- Be willing to visit groups in need of support anywhere in Area 10
- Coordinate Spanish Day of Workshops for the Area
- Be responsible for Area's translation equipment and help set it up at Area functions.
- Maintain a list of translators who can serve at Assembly or any Area function.
- Prepares written reports or articles for The Sunshiner by the deadline requested by the Sunshiner Coordinator.
- Participate in WSO e-communities and any WSO conference calls.
- Reply promptly to all emails, phone calls, texts, and all communication.
- Set up generic email address that can be passed consistently from panel to panel, changing only the password by the new panel member.
- Is familiar with the Florida South Area 10 By-Laws.
- Be willing to serve as support to the new incoming panel members.

Revised September 2014