

Coordinator Resume for Southern California World Service, Inc. (SCWS) Al-Anon Family Groups

GENERAL INSTRUCTIONS

- This resume must be submitted by ALL applicants for any coordinator position(s). Only one resume is needed from each applicant regardless of how many positions are sought.
- Deadline for resume to be **submitted by email to the current Delegate AND Chairperson** is on or before December 01. Email addresses are: Delegate@scws-al-anon.org and Chairperson@scws-al-anon.org.
- Coordinator resumes will be used only by the incoming officers to select the Coordinators. Coordinator resumes will NOT be posted on SCWS website.

GENERAL INFORMATION

- An applicant must be a currently active Al-Anon member in Southern California.
- Though **not** a requirement, having served as a Group Representative is beneficial.
- The Alateen Coordinator must be a currently active Alateen member in Southern California.
- An SCWS coordinator must live within the CA(S) Area (California South) during the entire term.
- Any Al-Anon member who also is a member of Alcoholics Anonymous may not serve in the SCWS Area beyond the group level.
- Coordinators need to be willing to travel to and speak at District and other Area meetings when invited.

MEETING REQUIREMENTS

- Includes but is not necessarily limited to eight mandatory meetings per year, 6-8 hours each: all Committee and Assembly meetings (3rd Sat in Feb, May, Aug, Nov) and quarterly meetings of the Board (on a Sun in Jan, Apr, Jul and Oct).
- The positions require work between meetings, alone or on a team, by telephone, e-mail or in person.

SKILLS and EXPERIENCE

- Job descriptions for each coordinator position are posted on the SCWS website (scws-al-anon.org): Alateen Coordinator, Alateen Sponsor Coordinator, Area Alateen Process Person, Bulletin Coordinator, Cooperating with the Professional Community Coordinator (CPC), Group Records Coordinator, Hospitality Coordinator, Institutions Coordinator, Literature Coordinator, Public Outreach Coordinator, Website Coordinator)

A coordinator candidate...

- is a current, active member of Al-Anon/Alateen
- has an understanding of AFG's Three Legacies and the Al-Anon Service Manual, knowledge of SCWS policies and procedures, and knowledge of KBDM
- has leadership qualities, i.e., the ability and willingness to participate in group processes, to effectively communicate and support the Area's and World Service Conference (WSC) group conscience
- has the ability to speak to large groups
- has computer skills, and can create and email documents and reports

Instructions For Completing Resume Form

The blank form must be **SAVED TO YOUR COMPUTER FIRST**, before typing in it, or else the work could be lost. Therefore, it is suggested that you type your responses first in a word processing document, save it, and then copy into the resume form.

- a. Save blank form.
- b. Close the file and then reopen it.
- c. Save the file with a new file name (e.g., add v1 or your first name, etc., to the end of the filename)
- d. Now you can begin typing and saving the work.