

Job Description for Area Alateen PROCESS PERSON/AAPP (Coordinator)

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and a charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. An SCWS Coordinator must live within the California South Area during their entire term. The Coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area. The Coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are ineligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. ELIGIBILITY / QUALIFICATIONS -

- Must be a current Al-Anon Member Involved in Alateen Service (AMIAS) certified by SCWS.
- Past or current Group Representative preferred, but not necessary.
- Should have a thorough understanding of the 12 Steps, Traditions, and Concepts, current *Al-Anon/Alateen Service Manual*, Knowledge-Based Decision-Making (KBDM), Area and World Service structure, and SCWS Bylaws.
- Should have extensive knowledge of the SCWS Area Alateen Safety & Behavioral Requirements and must be willing to abide by them.
- Must maintain confidentiality of non-public information.
- Able to communicate effectively
- Able to prioritize and work independently and as a team member
- Willing to work cohesively with the other Alateen Coordinators and Board members
- Able to separate opinion from facts and remain impartial and neutral.
- Can support and effectively communicate Area and WSC decisions and their implementation objectively, even if not in personal agreement with the group conscience.
- Is accessible, available, responsive, and flexible.

2. OFFICIAL DUTIES / RESPONSIBILITIES -

- Attend SCWS Assembly in May and November
- Attend Area World Service Committee (AWSC) in February and August
- Attend SCWS Board Meetings in January, April, July, and October
- Attend SCWS Alateen Coordinator/Resolution Committee on an as needed basis.
- Attend SCAC Workgroup meetings, which occur on an "as needed" basis 4 – 6 times each year
- Present oral report for each SCWS Committee and Assembly meeting and email written report to SCWS Bulletin Coordinator.
- Maintain lists of Active, Inactive and Prospective AMIAS. Provide up-to-date list of Active AMIASs to other Alateen Coordinators and Board members, as needed for Area business.
- Maintain lists of Active and Inactive Alateen meetings
- Update the WSO database with changes to AMIAS and Alateen meetings
- Process new AMIAS applications
- Process new Alateen groups
- Process annual AMIAS recertification before deadline set by WSO (usually 1 July)
- Process annual Alateen group update/recertification
- Provide Districts with bi-annual report of their currently certified AMIAS and active Alateen groups twice a year (usually at end of recertification in July and in December/January) and as needed
- Provide Event Chairpersons with a list of currently certified AMIAS as needed
- Conduct training of new AMIAS, online and/or in person. Webinars are usually conducted monthly.

- In-person trainings are typically held at Al-Anon events such as annual AFG Convention and sometimes in conjunction with recertification workshops
- Complete reports for the Area Service Board, Committees, and *Bulletin*
- Maintain list of persons in each District authorized to sign AMIAS applications (usually DR and DAL)

3. EQUIPMENT, TECHNOLOGY & SKILLS REQUIRED –

- Equipment: computer, printer, scanner, high-speed internet access, paper shredder, projector and screen.
 - To conduct in-person New AMIAS Trainings, provide clipboards, pens, highlighters, electrical extension cords, printouts of handouts as needed. (Handouts can be printed professionally and reimbursement requested.)
 - Equipment should be adequate to participate in conference calls and host web conferences.
 - (Shredder, projector and screen, and Microsoft Office account available from SCWS.)
- Skills: Must be adept with email (especially handling attachments); Microsoft Word, Excel and PowerPoint; creating and modifying PDF documents
 - Prepares written reports and meets deadlines;
 - Able to conduct on-line webinars and in-person presentations
 - Protects security and confidentiality of documents and information

4. ANTICIPATED TIME COMMITMENT OF AAPP COORDINATOR POSTION:

| | |
|---|-----------------|
| Responding to email (> 2-3 times / week) and routine processing of AMIAS applications | 1-3 hours /week |
| Processing annual AMIAS and Alateen group recertification (Feb – July) | 3-4 hours /week |
| Attendance at Board, Committee and Assembly meetings (8 hours each + travel time) | 8 times/ year |
| Attendance at Alateen Coordinator meetings | As needed |
| Special projects (e.g. revising ASBR) | As needed |

5. INITIAL PREPARATION –

Have thorough working knowledge of:

- the SCWS *Area Alateen Safety & Behavioral Requirements* (ASBR),
- all of the *Alateen Guidelines*,
- Alateen Policy in current *Al-Anon/Alateen Service Manual*, and
- *Alateen Coordinator Guideline* (G-24).
- Alateen *e-manual* (available on the WSO website: <http://al-anon.org/members/alateen/alateen-service-e-manual>).
- Meet with outgoing AAPP for equipment turnover, orientation, and training, as needed.

6. TRAVEL –

- Mileage incurred in travel to various Board and Committee Meetings, Assemblies, AMIAS Trainings and workshops can be reimbursed by the SCWS Treasurer.
- May claim reimbursement for one service event outside SCWS Area during three-year term.
- Makes own travel arrangements within budget guidelines.

MANDATORY AREA MEETING ATTENDANCE

| | | | |
|--|-----------------------------|--------------------------|-------------------|
| SCWS Board | January, May, July, October | 3 rd Sunday | 10:00am to 4:00pm |
| Area World Service Committee (AWSC) + new DR Orientation @ 8am | February, August | 3 rd Saturday | 9:00am to 4:00pm |
| Area Assemblies + new GR Orientation @ 8am | May, November | 3 rd Saturday | 9:00am to 4:00pm |
| Sharing of Service (SOS) | January | 3 rd Saturday | 10:00am to 4:00pm |
| Longtimer's Event | Last year of 3-year panel | Saturday | 10:00am to 4:00pm |