

Job Description

AL-ANON INFORMATION SERVICE/ LITERATURE DISTRIBUTION CENTER Coordinator (AIS/LDC Coordinator)

Introduction: The elected Officers and the 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. SCWS Coordinators 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 positions 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** – Active member of Al-Anon in CA(S) with good organizational skills and ability to pay attention to detail. Strong general computer and Internet skills. Ability to communicate via email. Past or current registered Group Representative experience preferred but not required. Working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision Making (KBDM). Has an understanding of the Area and World Service structure and SCWS Bylaws. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES/RESPONSIBILITIES**
 - Serves as the primary contact between the Area and the Area's Information Service Offices (AISs) and Literature Distribution Centers (LDCs) and their respective decision-making entities (i.e., Boards, Oversight Committees, Area Liaison to AWSC, etc.).
 - Expected to attend at least one (1) Intergroup or Board meeting of each of the AIS/LDCs once a year and create ongoing communication network with appropriate person(s) at each AIS/LDC including, but not limited to, the Area AIS Liaison, if there is one.
 - Communicates regularly with the Area Group Records Coordinator (GRC) to assure that all policies and procedures regarding group records as determined by WSO and the Area/SCWS are being followed by the AIS/LDCs and are working as collaboratively as possible.
 - Work with the GRC and AIS/LDCs to assure that all AIS/LDCs are using one numerical identification system for all meetings (WSO ID number). Work with AIS/LDCs and Area Literature Coordinator to assure that literature is readily and easily available to all Area members.
 - Become familiar with the history and evolution of the SCWS policy: *Southern California Policy for resolving Group and Member Concerns*.
 - Represent the Area/SCWS, as appropriate, in any local discussions regarding this *Policy*.
 - Communicate with the Officers/Board when questions and concerns arise regarding the *Policy*.
3. **BASIC SKILLS/PERSONAL QUALITIES/EXPERIENCE NEEDED**
 - A professional, enthusiastic and friendly attitude. Is accessible, available, responsive, and flexible. Is able to communicate effectively about Area policies and procedures and engage in productive dialogue with AIS/LDC staff (when appropriate) and decision-makers, while aware of issues of double-headed management and AIS/LDC autonomy.
 - Able to differentiate policy issues from procedural issues and engage with AIS/LDC decision-makers and the SCWS Board on policy issues so that all of the pertinent service arms are collaborating, and are coordinating their roles smoothly and efficiently.

4. **ADDITIONAL SKILLS NEEDED** – Has a strong sense of responsibility, able to prioritize and work independently or as a team member. Previous service as an Information Service Representative (ISR) is preferred. Sensitive to and knowledgeable about the history of AIS/LDCs in the Area. Adept at listening to unique concerns of each AIS/LDC in order to coordinate their policies with Area so that they are convergent.
5. **EQUIPMENT/TECHNOLOGY NEEDED** – Access to a computer, email with attachments, word process program, and spreadsheet program.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** - Time commitment is flexible, depending on when AIS/LDCs meet throughout the year. Must be available during the hours the various AIS/LDC decision-makers are available, including weekdays. Additional time should be allotted to attend meetings: Committee Meetings and Assemblies (6-7 hrs), Board Meetings (4-6 hrs).
4. **PREPARATION** - Become familiar with the Area policy regarding *Groups That Do Not Consider Al-Anon as a Whole*. Become familiar with Area group records procedures and policies. Identify staff and decision-makers at AIS/LDCs and when they meet. Have an understanding of AFG's Three Legacies and the current *Service Manual*.
5. **TRAVEL** – Attend at least one (1) AIS/LDC meeting each year. Travel distance varies from local to 300+ miles round trip. May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements within budget guidelines. May use web-based technology to meet with AIS/LDC decision-makers, when appropriate.

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