

# Job Description for Area Alateen EVENTS 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 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 –

Must be a current Al-Anon Member Involved in Alateen Service (AMIAS) in CA(S). Past or current registered Group Representative (GR) 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* (ASBR) and must be willing to abide by them. Must maintain confidentiality of non-public information.

## 2. OFFICIAL DUTIES / RESPONSIBILITIES

- **Meetings** (See Mandatory Area Meeting Attendance table below):
  - Attend SCWS Committee meetings in Feb, Aug (3rd Sat); SCWS Assembly meetings in May, Nov (3<sup>rd</sup> Sat.).
  - Prepare and present written report for each SCWS Committee and Assembly meeting and email to SCWS Bulletin Coordinator.
  - Attend 4 SCWS Board Meetings in Jan, Apr, July, and Oct (Sun).
  - Attend Southern California Alateen Conference (SCAC) Workgroup meetings, which occur on an “as needed” basis 4 – 6 times each year.
  - Attend the monthly SCWS Alateen Resolution Committee web conferences and SCAC Board of Directors meetings (6 per year).
  - Attend SCAC.
- **Assemblies:** Responsible for ensuring that Alateen GRs are supervised by an SCWS AMIAS.
- **Alateen Events:** Create and maintain a process to ensure that SCWS Alateen events are in compliance with CA(S) and WSO.
  - Review Alateen Event Plans to ensure compliance with the ASBR and principles of the Alateen/Al-Anon programs. Then approve or create action item lists.
  - Communicate with Event Sponsors, Alateen Chairpersons, AMIAS Chaperones, and Convention Chairs.
  - Review Area ASBR on an annual basis.
- **SCAC Finances:**
  - Work closely with the SCAC Chairpersons and Area Alateen Sponsor Coordinator to assist the SCAC Committee with any support in planning the event(s).

## 3. EQUIPMENT / TECHNOLOGY NEEDED –

Computer, printer, internet, email, pdf editing software, and Microsoft Office software (software can be provided by SCWS). Equipment should be adequate enough to participate in conference calls and on-line meetings.

4. **REALISTIC TIME COMMITMENT OF THIS POSITION –**

Varies depending on the month. Average time would be 10 - 15 hours per week. Additional time should be allotted to attend meetings and events: Committee Meetings and Assemblies (6 hrs), Board Meetings (6 hrs), Resolution Committee Meetings (2 hrs), SCAC Workgroup Meetings (4 hrs), SCAC Board of Directors Meetings (2 hrs), Conventions with Alateen participation, and SCAC.

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 Alateen Events Coordinator for materials turnover, orientation, and training, as needed.

6. **TRAVEL –**

To and from Area World Service Committee Meetings, Assemblies, Board Meetings, Conventions with Alateen participation, SCAC Workgroup meetings, SCAC Fundraisers, and SCAC. 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.

**MANDATORY AREA MEETING ATTENDANCE**

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

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