

Job Description for Area Alateen MEMBER 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 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, mileage and expenses for which are reimbursed according to approved budget. 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 not eligible 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 Alateen member for at least one year, within age limits of 12-18 (19th birthday). Has working knowledge of 12 Steps & Traditions. Must be willing to abide by the SCWS *Area Alateen Safety & Behavioral Requirements* (ASBR). Familiar with Knowledge-Based Decision-Making (KBDM) and current *Al-Anon/Alateen Service Manual*. Have an understanding of the Area and World Service structure and SCWS Bylaws. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES**
 - Available to Area Alateen members for discussions regarding concerns about meetings, Area policies, etc. Bring concerns to Officers and/or other Alateen Coordinators, as appropriate.
 - Arrange and coordinate Alateen members' needed for panels and outreach upon request.
 - Attends the following meetings as a representative of SCWS:
 - SCAC Task Force Committee meetings, which occur on an "as needed" basis, 4 – 6 times each year;
 - 2) monthly Alateen Resolution Committee web conferences;
 - 3) bimonthly SCAC Board of Directors web conferences.
 - Attends 8 SCWS meetings per year with a prepared report: Feb. & Aug. Committee (3rd Sat) and May & Nov. Assembly (3rd Sat) and Jan., April, July, Oct. Board (Sun). (See Area Meeting Attendance table below.)
 - Prepare and present written report for each quarterly SCWS meeting and email to Secretary and *Bulletin* Coordinator.
 - Checks email frequently (at least every other day) and responds to email from other Coordinators and Area members within 24-48 hours of receipt.
 - Submit transportation reimbursement requests to SCWS Treasurer monthly (and for other expenses that may be incurred).
 - Receives personal copy of Alateen Talk Newsletter.
3. **BASIC SKILLS/PERSONAL QUALITIES / EXPERIENCE NEEDED**
 - Must be able to communicate effectively with other Area Alateen Coordinators.
 - Has a sense of responsibility (i.e., shows up on time for meetings or contacts Area Chairperson if unable to attend).
 - Is able to write and deliver a report on Alateen events (not SCAC, which is done by SCAC Chair).
 - Is accessible, available, responsive, and flexible.
 - Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Driver's license not required but strongly recommended (or be able to communicate transportation needs, in advance, as per Area requirements). Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer with internet access, word processing program, printer, email, phone. Have reliable form of transportation to get to mandatory meetings, i.e., driver's license and insurance or someone else to drive (mileage reimbursed by SCWS). Working knowledge of virtual platforms, i.e., Zoom, GoToMeeting, etc.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Every month to be free at least one to two weekdays out of the month (see item #2 above). Attend the Annual SOS and support events of other Coordinators. Attend Area Alateen meetings, as appropriate and needed.
7. **INITIAL PREPARATION** –
Become familiar with:

- the SCWS *Area Alateen Safety & Behavioral Requirements* (ASBR),
 - *Alateen Guidelines* (G-34, G-16, G-24),
 - *Alateen Policy* in current *Al-Anon/Alateen Service Manual*, and
 - *Alateen e-manual* (available on the WSO website: <http://al-anon.org/members/alateen/alateen-service-e-manual>).
 - Find out from Area Treasurer which expenses are to be reimbursed.
 - Meet with outgoing Alateen Member Coordinator for orientation and training, as needed.
8. **TRAVEL** – See #2 above. Transportation to and from Area meetings (currently Glendale) 8 times a year and SCAC Task Force meetings (currently Cypress).

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

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