

Job Description for Area Alateen SPONSOR 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. 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 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 a current Al-Anon Member Involved in Alateen Service (AMIAS) in CA (S). Past or current Group Representative (GR) experience preferred, but not necessary. Should have a thorough understanding of the 12 Steps, Traditions, and Concepts, current *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 current Southern California Alateen Conference (SCAC) Bylaws, and must be willing to abide by them. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** –
 - **Meetings:**
 - Attend SCWS Committee meetings in Feb, Aug (3rd Sat); SCWS Assembly meetings in May, Nov (3rd Sat). (See Mandatory Area Meeting Attendance table below.)
 - Prepare and present written report for each SCWS Committee and Assembly meeting and email to Secretary and *Bulletin* Coordinator. Attend 4 SCWS Board Meetings in Jan, Apr, July, and Oct (Sun).
 - Attend SCAC Task Force committee meetings, which occur on an “as needed” basis 4 – 6 times each year.
 - Chair the monthly Area Alateen Resolution Committee and host the web conferences.
 - Attend bimonthly SCAC Board of Directors meeting and host the web conferences.
 - Attend Annual Sharing of Service (SOS) event and support events of other Coordinators.
 - **AMIAS's:**
 - Create the presentation and required materials for AMIAS Certificate Trainings and Recertification Workshops.
 - Train and manage Presenters who will conduct AMIAS Recertification Workshops and/or Initial AMIAS Certificate Training in English and Spanish.
 - Manage documents obtained from attendees of workshops, attendance roster, and AMIAS Distribution Roster.
 - **Compliance:**
 - Ensure SCWS Alateen meetings and events are in compliance with CA(S) and WSO.
 - Review Alateen Event Plans to approve or create action item list, in collaboration with Area Alateen Events Coordinator.
 - Communicate with Event Sponsors, Alateen Chairpersons, and Group Sponsors as needed
 - Review *Area Alateen Safety & Behavioral Requirements* on an annual basis, per G-24.
 - **WSO Contact:**
 - Respond to emails from WSO regarding individuals who have requested information about Alateen and contact the individual or forward the request to the District about which the individual is requesting information.
 - Serves as primary point of contact with WSO for Area Alateen matters. Communicates with Area Officers about these matters, as appropriate.
 - **SCAC:**
 - Serves as the primary link of Area support and oversight for the Southern California Alateen Conference (SCAC).
 - Oversees and supports Districts with donations and scholarship requests for SCAC.
 - Works with SCAC AMIAS Treasurer to ensure the SCAC balance sheet matches the Treasurer's report and is in accordance with SCWS Treasurer's oversight.

3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED**

- Must be able to use word processing, spreadsheet, presentation and pdf conversion software.
- Must be able to conduct webinars (currently SCWS uses anymeeting.com). Is accessible, available, responsive, and flexible.
- Is able to communicate effectively, prepare written reports and meet deadlines.

4. **ADDITIONAL SKILLS NEEDED** – Be able to respond to Alateen meeting questions by using information found in the literature (without giving a personal opinion). Be able to work cohesively with the Alateen Communications, Events, Member Coordinators and Area Alateen Process Person. Has a strong sense of responsibility, able to prioritize and work independently or as a team member. Able to separate opinion from fact and to support and effectively communicate Area and WSC decisions and their implementation objectively, even if not in personal agreement with the group conscience.

5. **EQUIPMENT / TECHNOLOGY NEEDED** – Must have sufficient Internet service to conduct webinars, a laptop that can be connected to a projector, word processing, spreadsheet, presentation and pdf conversion software. (Software can be provided by SCWS.)

6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Varies depending on the month. Average time would be 10 - 15 hours per week. May and June average 20 hours per week.

7. **INITIAL PREPARATION** –

Have thorough working knowledge of:

- the SCWS *Area Alateen Safety & Behavioral Requirements* (ASBR),
- *Alateen Safety Guidelines* (G-34)
- *Alateen Policy* in current *Al-Anon/Alateen Service Manual*, and
- *Alateen Coordinator Guideline* (G-24)
- Current SCAC bylaws,
- *Alateen e-manual* (available on the WSO website: <http://al-anon.org/members/alateen/alateen-service-e-manual>).
- Contact WSO via email and/or telephone to introduce yourself to staff at WSO who work with Alateen.
- Meet with outgoing Alateen Sponsor Coordinator for orientation and training, as needed.

8. **TRAVEL** – Depending on the month, average travel time would be 1 – 2 weeknights per month and 1 day every weekend. Travel distance varies from local to 300+ miles round trip. March, April, and May are heavy travel months. December is generally minimal to no travel. 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 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