

# Job Description for COOPERATING with PROFESSIONAL COMMUNITY (CPC) 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

1. **ELIGIBILITY / QUALIFICATIONS** – Active member of Al-Anon in CA(S) with working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision Making (KBDM) and SCWS Bylaws. Past or current Group Representative experience preferred but not required. Have an interest in carrying the message of Al-Anon to the professional community. Have an understanding of the Area and World Service structure. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES**
  - Is the link between the World Service Office (WSO), SCWS Area, District and Intergroup Coordinators, exchanging ideas and information, working to carry the Al-Anon message to the professional community.
  - Distributes information received from the WSO to the Districts.
  - Receives emails from the WSO with inquiries from the professional public requesting Al-Anon information, responds personally or delegates responsibility to a DR who is closer geographically.
  - Keeps District Representatives (DRs) informed of deadlines to purchase Al-Anon Faces Alcoholism and of ways to encourage groups and members to reach out to professionals in their community.
  - Cooperates with the other two Outreach coordinators to fulfill requests from public entities: various requests may overlap between coordinator positions.
  - Prepare and present written report for each quarterly SCWS meeting and email to Secretary and Bulletin Editor.
  - Has voice and vote at Board and Committee Meetings.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED**
  - A professional, enthusiastic and friendly attitude. Is accessible, available, responsive, and flexible.
  - Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Creative thinking in implementing public outreach ideas that would encourage Al-Anon members to participate. Has a strong sense of responsibility, able to prioritize and work independently or as a team member. Working knowledge of virtual platforms, i.e., Zoom, GoToMeeting, etc.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to a computer, email with attachments, word processing program. Knowledge of spreadsheet program is helpful.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Time commitment is flexible, depending on whether local DRs can respond to requests from the professional community. It is helpful to be able to call during the workday. Might occasionally accompany a panel to an interested professional facility on a weekday. Attends SCWS Board meetings, Area World Service Committee (AWSC), and Annual Sharing of Service (SOS) and support events of other Coordinators. See Mandatory Area Meeting Attendance table below for complete list of meetings.
7. **PREPARATION** –  
Read the following on the WSO website:
  - Public Outreach information: <https://al-anon.org/for.members>
  - Outreach to Professionals: <https://al-anon.org/for-members/public-outreach/outreach-to-professionals>
  - Resources for Professionals: <https://al-anon.org/resources-for-professionals>
  - The Best of Public Outreach: <https://al-anon.org/pdf/TheBestPublicOutreach.pdf>.

- WSO Guidelines:
  - G-9 Outreach to Institutions,
  - G-10 Al-Anon/Alateen Public Outreach Service,
  - G-22 A Meeting on Wheels,
  - G-29 Outreach to Professionals,
  - G-38 Area Public Outreach Coordinator:
  - Al-Anon Guidelines <https://al-anon.org/for-members>
- Have a good understanding of attraction vs. promotion.
- Meet with outgoing SCWS CPC Coordinator for orientation and training. Notebook with detailed procedures will be provided at Turnover Meeting.

8. **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 <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

REV 2020