

Job Description for INSTITUTIONS COORDINATOR

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service 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 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** – Active member of Al-Anon in CA(S) with good working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision-Making (KBDM). Previous Group Representative (GR) experience preferred but not required. It is highly recommended to have some experience on panels or in Al-Anon meetings in Institutions. Have an understanding of the Area and World Service structure and SCWS Bylaws. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES**
 - Inform Assembly members of tools for Institutions work, such as WSO Guidelines, and WSO PowerPoint workshop on Al-Anon Outreach to Treatment Facilities.
 - Gather records on Institutions panels and meetings coordinated by each District and Intergroup and to help service arms avoid duplication of effort.
 - Respond to requests from Institutions for Al-Anon meetings and panels, coordinating with Districts and Intergroups.
 - Develop list of Drug Courts and Probations offices and provide them with Al-Anon and Alateen literature.
 - Cooperates with the other two Outreach Coordinators to fulfill requests from public entities: various requests may overlap between Coordinator positions.
 - Serve as Co-Chair of Al-Anon part of AA So Cal Hospitals and Institutions (H&I) Conference in first year, then Chair of Al-Anon part for 3 years, training incoming Institutions Coordinator during your final H&I Conference (in the spring after your commitment expires in Dec).
 - Prepare and present written report for each quarterly SCWS meeting and email to Secretary and Bulletin Editor.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED**
 - Knowledge of email, word processing, spreadsheet and presentation software.
 - Spreadsheet program may be helpful in keeping track of Institutions panels, meetings and volunteer information
 - Comfortable making phone contacts.
 - Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
 - Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
4. **ADDITIONAL SKILLS NEEDED** – Comfortable working with members of A.A., as Chair of Al-Anon portion of A.A. H&I Conference. Working knowledge of virtual platforms, i.e., GoToMeeting, Zoom, etc.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Computer, printer, scanner. It is helpful to be able to access email and make phone calls during the workday. Participates in conference calls and online meetings, as needed.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – This commitment is what you make of it! Occasional concentrated periods of involvement, i.e., when coordinating Al-Anon portion of H&I Conference or preparing a presentation for Assembly break-out groups or Sharing of Service, when asked. Respond to inquiries from Institutions and coordinate with the appropriate District or Intergroup to address the Institution's needs. Can vary between no time required in a week to 5-10

hours required in a week or a little more. You may be asked or you may volunteer to speak at District meetings about Institutions service and that would be some additional time and travel. H&I conference (Apr or May) and monthly planning meetings Sep-Mar. Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3rd Sat) and May, Nov Assembly (3rd Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS or TEAM event and support events of other coordinators. (See Mandatory Area Meeting table below.)

7. PREPARATION –

Working knowledge of:

- Traditions (esp. 5, 8, 11) and Concepts of Service,
- WSO Guidelines G-9, G-14, G-22, S-22, S-40,
- Best of Public Outreach
- Current *AI-Anon/Alateen Service Manual*.
- Have a good understanding of attraction vs. promotion.
- Meet with outgoing Institutions Coordinator for orientation and training. Notebook with detailed procedures will be provided at Turnover Meeting.

- 8. TRAVEL –** Travel to Districts or Intergroups when asked. May travel to an Institution to meet with staff there. May attend one service event outside SCWS Area during three-year term; e.g., a previous Institutions Coordinator was invited by the Northern California Institutions Coordinator to visit AI-Anon meetings in a State Prison after getting clearance from the prison. 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

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