

# Job Description for SPANISH Coordinator

Introduction: The elected Officers and 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 Southern California 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, 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 any office beyond the group level.

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). Previous Group Representative (GR) experience preferred but not required. Have an understanding of the Area and World Service structure and SCWS Bylaws. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES**
  - Is the link between the WSO, SCWS Area, District Representatives and AIS Coordinators, exchanging ideas and information, working to carry the Al-Anon message to all Spanish Groups.
  - Distributes information received from the WSO to the Districts.
  - Receives emails from the WSO with inquiries and requests related to the Spanish Community.
  - Creates ways to reach all Spanish Groups and encourage representation and participation at the District Meetings, Assemblies and Area events.
  - Works with the AIS/LDC Coordinator to ensure that any and all Spanish AIS offices are participating in, and represented at, the Area level.
  - Organizes translation at all Assemblies and Area World Service Committee (AWSC) Meetings, and other Area-related activities.
  - Provide translation from English to Spanish of any SCWS documents requested by the Area Chair.
  - Has voice and vote at Board and AWSC Meetings.
  - Prepares and presents written report for each quarterly SCWS meeting and email to Secretary and *Bulletin* Editor.
  - Cooperates with all Al-Anon Information Offices (AIS) to address policies and procedures affecting Spanish-speaking members, as appropriate.
  - Available to attend Spanish AIS meetings, when appropriate.
  - Work with all Area Coordinators to facilitate clear communication with Spanish-language Al-Anon (including Alateen) meetings.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED**
  - Must be fluent in speaking and writing Spanish and English.
  - Has the ability and time to represent the Spanish groups' interests to SCWS and represent SCWS/WSO/Al-Anon policies and procedures clearly and accurately to Spanish groups.
  - Is able to communicate effectively, meet deadlines, prepare written reports and presentations in Spanish and English.
4. **ADDITIONAL SKILLS NEEDED** – Computer skills needed to e-mail documents. Creativity and problem-solving skills. 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** – Computer, email with attachments, word processing. Knowledge of spreadsheet program is helpful. Participates in conference calls and online meetings, as needed.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Varies for preparation of translation of documents and participation in Spanish events. May include attending District Meetings. Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared

report: Feb, Aug Committee (3<sup>rd</sup> Sat) and May, Nov Assembly (3<sup>rd</sup> Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS event and support events of other Coordinators. See Mandatory Area Meeting table below.

7. **PREPARATION** –

- Have an understanding of AFG's Three Legacies and the *Al-Anon/Alateen Service Manual*.
- Meet with outgoing Spanish Coordinator for orientation and training. Provide a notebook with detailed procedures at Turnover Meeting.

8. **TRAVEL** – Travel to all SCWS events and occasionally to Spanish AIS/Intergroup meetings and Spanish events in the Area. May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.

**NECESSARY 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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