

RESPONSIBILITIES OF AREA COORDINATORS

All Coordinators who have a position identified by the WSO to participate in AFG Connects, must have some experience with computers (e-mail, internet, etc) or be able to secure an “e-buddy” to assist with staying current with the appropriate AFG Connects files and blogs.

Area Alateen Coordinator

*Currently being revised. Revisions to be discussed and voted on at February 7, 2016 Assembly.
Copy of proposed revised version is available on NYS Area website under Member Site – Assembly.*

Is elected by the Area Assembly and votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. Must be a current or previous GR. Must be a current, certified AMIAS and should be a current or previous Alateen Group Sponsor. Al-Anon’s policy is that Al-Anon members who are also members of A.A. do not serve in this position.

Responsibilities include:

- Keeping any/all paperwork involved in the certification process confidential
- Acts as liaison between the AWSC and the Alateen groups, AMIAS and group sponsors
- Attends and reports to all AWSC meetings & Assemblies scheduled throughout the term
- Recommends an Al-Anon member to fill the position of Area Alateen Process Person (AAPP) and works closely with them to oversee process of group registrations and AMIAS applications/certifications
- Partners with all Area Coordinators/Liaisons to include Alateen participation in all projects/events, whenever possible
- Seeks out ways to start Alateen groups in places that lack meetings
- Encourages Al-Anon members to learn about and consider sponsoring Alateen groups
- Works with districts and/or Information Services to establish Local (District/AIS) Alateen Coordinators
- Serves as liaison between the districts, District Representative/local Alateen Coordinator and the AAPP to submit forms for prospective Al-Anon Members Involved in Alateen Service (AMIAS)
- Promotes awareness in both Alateen and Al-Anon that ALATEEN IS A PART OF AL-ANON
- Encourages Alateens to become involved at district level (GR) and to come to Assemblies
- Coordinates workshops at Assemblies, when requested
- Establishes four quarterly AMIAS trainings per year, to be posted in January, in addition to any others that may be set up during the year. (Training workshops use WSO training modules adapted for Area use)
- Is registered with WSO as Area Alateen Coordinator and has access to WSO File Exchange and e-communities; also participates in scheduled Alateen Coordinator Conference Calls with WSO and other Coordinators
- Maintains communication with AAPP/DRs/ Local (District /AIS) Alateen Coordinators to ensure that groups are registered and are supported by certified AMIAS
- Works to ensure that each Alateen group is supported by an Al-Anon group, wherever possible
- Researches and is aware of State and Federal laws regarding the reporting of suspected abuse and/or neglect as it relates to Alateen; shares information as applicable when presenting Alateen training workshops
- Accepts group registration forms and AMIAS Application & Disclosure and WSO AMIAS forms from DRs/local Alateen Coordinators and forwards to AAPP for processing
- The yearly WSO re-certification is completed by Area Alateen Coordinator in cooperation with the AAPP in cooperation with Local (District /AIS) Alateen Coordinators
- Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term
- Writes an article for each Area Newsletter

Area Alateen Process Person

*Currently being revised. Revisions to be discussed and voted on at February 7, 2016 Assembly.
Copy of proposed revised version is available on NYSA Area website under Member Site – Assembly.*

The Area Alateen Process Person (AAPP) is responsible for two processes required by the WSO (World Service Office):

- The first process is registering Alateen Groups and making changes to registered Alateen Groups. The AAPP will work in conjunction with the Area Group Records Coordinator.
- The second process is for the certification of Al-Anon Members Involved in Alateen Service (AMIAS). The AAPP will work in conjunction with the Area Alateen Coordinator.

The Area Alateen Process Person will be registered with the WSO as point person for all AMIAS paperwork, using the Area Alateen Process Form. AAPP must also be a certified AMIAS as per Area Safety & Behavioral Requirements.

The Area Alateen Process Person will work directly with the Area Alateen Coordinator. The AAPP is responsible for all paperwork (registrations, certifications, etc.) related to Alateen. The AAPP position is an extension of the Area Alateen Coordinator position and will not hold a seat/vote on the Area World Service Committee (AWSC). The Area Alateen Coordinator will recommend an Al-Anon member to fill this position and work closely with him/her. This recommendation will be presented to the Area Chairperson who will present it to the AWSC and Assembly for a vote of confidence and appointment.

Registering Alateen Groups

The AAPP will work with the Area Alateen Coordinator to provide and collect forms to:

- a) open new Alateen groups and/or
- b) to make changes to registered Alateen groups.

All forms will be documented and then forwarded to WSO, with a copy forwarded to the Area Group Records Coordinator.

Certification of Al-Anon Members Involved in Alateen Service

The AAPP will work directly with the Area Alateen Coordinator for this process. The prospective AMIAS should submit NYSA Area Application and Disclosure form and WSO AMIAS form for certification to their District Representative (DR)/ Local (District /AIS) Alateen Coordinator who then submits them to the Area Alateen Coordinator. The Area Alateen Coordinator will submit forms to the AAPP, who is responsible for reviewing, completing and signing AAPP statement and forwarding the “Application and Disclosure” form to the screening company for background check. The AAPP receives notice of pass/fail and is responsible for reporting those results directly to the prospective AMIAS.

- If the result is FAIL, the AAPP will remove the prospective AMIAS from the process and will not forward the AMIAS form to WSO. It is the responsibility of all DRs/Local (District /AIS) Alateen Coordinators/ Area Alateen Coordinator and AAPP to keep ALL information confidential, until or unless AMIAS passes.
- If the result is PASS, the AAPP will then forward the AMIAS form to WSO for certification and WSO #. The AAPP will notify the Area Alateen Coordinator and respective DR/Local (District /AIS) Alateen Coordinator of all AMIAS who have successfully passed the background check and have been certified by WSO.

The AAPP will maintain a list of all certified AMIAS in the Area and update Area Alateen Coordinator and DRs/Local (District /AIS) Alateen Coordinators as necessary. *All FAIL Application/Disclosure forms will be shredded.*

The AAPP will retain copies of all forms (passing Application and Disclosure; AMIAS sent to the WSO). These forms are then transferred to the next AAPP. At the end of each AAPP 3-year term, a list of certified sponsors will be placed into the Area Archives.

All Alateen group registrations and Al-Anon Members Involved in Alateen Service applications go through the DR/Local (District /AIS) Alateen Coordinator to the Area Alateen Coordinator. The Area Alateen Coordinator will forward them to the AAPP for processing for background checks and forwarding to WSO, upon passing.

The yearly WSO re-certification is completed by Area Alateen Coordinator in cooperation with the AAPP in cooperation with Local (District /AIS) Alateen Coordinators.

Area Archivist

1. Collects and maintains all information and material that is of historical significance to the Area. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Establishes and maintains a dedicated public storage area for all archives.
3. Requests payment for rent of public storage area from Area treasury.
4. Displays archives, upon request, at Assemblies and other Al-Anon functions.
5. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
6. Writes an article for each newsletter.

Area Convention Coordinator

Currently being revised. Revisions to be discussed and voted on at February 7, 2016 Assembly. Copy of proposed revised version is available on NYSA Area website under Member Site – Assembly.

1. Is elected at an Assembly in order to work with the current committee prior to taking office officially. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Keeps in touch with Sub-Committees (Treasurer, Registration, Food, Program, Publicity, Literature, Hospitality, and SENY/A.A. Liaison etc.) by holding general meetings to plan the weekend.
3. Attends and reports to all Assemblies and AWSC meetings throughout their term.
4. Makes sure that there are complete fact files on all activities of each Sub-Committee so that they may be passed on to the next Sub-Committee.
5. Along with some Sub-Committees, should be at the convention site the Thursday before the weekend of the convention.
6. Sees that all financial business is closed for that year and a full Treasurer's report is submitted at the Assembly after the Convention. Sees that money in excess of seed money is transferred to the Assembly Area treasury; assists with presenting Convention Treasurer's records for audit when requested by Area Chairperson.
7. Attends and reports to all AWSC Meetings & Assemblies throughout the their term.
8. Writes an article for each newsletter.

Area Forum/Literature Coordinator

1. Keeps the Area informed of new Conference Approved Literature. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Reminds the Area of existing Conference Approved Literature.
3. Has available order forms for Conference Approved Literature and the Forum.
4. Encourages subscriptions to the FORUM and purchase of Conference Approved Literature.
5. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
6. Writes an article for each newsletter.

Area Group Records Coordinator

1. Keeps a file of current GRs and their addresses and phone numbers according to Districts. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Maintains Current Mailing Address (CMA) for all groups within the New York South Assembly Area.
3. Keeps an attendance record at all Assemblies and Area World Service Committee meetings; informs the Area World Service Committee of Districts and Information Services that are not being represented; sends letters to all the groups in the District when the DR of the District has been absent from two consecutive Area World Service Committee meetings.
4. Maintains a confidential list of Area World Service Committee.
5. Provides a confidential list to the AWSC members.
6. At the January and September AWSC a printout of group information is provided to the DRs.
7. Supplies labels and lists whenever needed by other Area World Service Committee members.
8. Keeps count of those voting at all meetings.
9. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
10. Writes an article for each newsletter.

Area Newsletter Coordinator

1. Acts as Editor for the New York South Assembly Area Newsletter, called Southern Speak-Easy, reporting on District meetings, Area World Service Committee meetings, Assemblies, Area Convention, workshops within the Area, and all Al-Anon/Alateen events of interest.
2. After review by the Alternate Delegate, publishes the Newsletter five times a year.
3. Works with Area Web-Site Coordinator to post Newsletter on member site of Area web site.
4. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
5. Writes an article for each Newsletter.

Area Past Delegates

Past Delegates who remain active at the Area level (and hold no other position on the AWSC) will be included as voting members of the AWSC (not voting at the Assembly meetings unless a GR with Assembly reimbursement made by group), with reimbursement (gas, tolls, meal) for travel to AWSC and Assembly meetings (if applicable). Past Delegates are invited to serve on the Steering Committee.

All ACTIVE (at the AWSC level) Past Delegates will be sent to the NERD (Northeast Regional Delegates) Meeting in March on an annual basis and will be reimbursed for expenses for travel and meals to/from and during the Meeting up to the amount allotted in the budget each year.

Area P.O. Box Coordinator

1. Establishes and maintains a P.O. Box for the Area. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Pays rental on P.O. Box.
3. Sorts and distributes all mail.
4. Forwards mail addressed to specific person without opening.
5. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
6. Writes an article for each newsletter.

Area Public Outreach Coordinator

1. Channels information from the World Service Office to the Public Outreach Coordinators in the Districts. If the District does not have a Public Outreach Coordinator, the information then goes to the DR. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Since all public outreach coming from the World Service Office goes to the Area Coordinator, maintains close cooperation with the local Information Services/Intergroups.
3. Maintains contact with public outreach person in each Information Service/Intergroup.
2. Clarifies Traditions and maintains the policies of the Assembly Area when contacted by outside agencies.
3. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
4. Writes an article for each Newsletter.

Area Website Coordinator

1. Collects and maintains all website information for the Area. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Compiles and maintains the "Calendar of Events," which includes all Al-Anon-sponsored events or Al-Anon-participation events including, but not limited to: workshops, AWSC/Assemblies, World Service Conference, Conventions. Cooperates with Area Chairperson to post additional events/information/resources, when deemed appropriate.
3. Serves as liaison to Information Services and Intergroups for web-related information.
4. Works with Area Newsletter Coordinator and Area Officers to maintain and make any necessary changes to the "Members' Site" on the Area website.
5. Works with website host to monitor, maintain and make any necessary changes to site.
6. Monitors and forwards e-mail messages generated by the site.
7. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
8. Writes an article for each Newsletter.