

## 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 at AWSC 9/17/16 and forwarded to the Assembly for discussion and vote in February 2017.~~*

*Copy of proposed revised version is available on NYS Area website under Member Site – Assembly.*

Is ~~elected~~ **appointed** by the **current panel of Officers and Steering Committee 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 **3 year 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. **The AAPP may be an Al-Anon member who is also a member of AA with current AMIAS certification.**
- 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~~ **AFG Connects**; 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~~ **at the training site and reviews that forms are correctly completed before forwarding to the 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 at AWSC 9/17/16 and forwarded to the Assembly for discussion and vote in February 2017. 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, **who may also be a member of AA**, 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 **at the time of training**. The AAPP **will complete and sign**, who is responsible for reviewing, completing and signing the AAPP statement and forwarding the “Application and Disclosure” form to the screening company **to process the** 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~~ processed 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.