

BC/Yukon Area Alateen Process Person

Job Description

As a Member of Area World Service Committee

The Area World Service Committee is comprised of Area Officers, Area Coordinators, Al-Anon Information Service/Literature Depot Liaisons and District Representatives. The purpose of this committee is to plan for the general improvement of both the Assembly and the groups. The AWSC members meet between Assemblies to initiate projects, make recommendations to Assembly and plan the agenda for Assembly.

Area Coordinator General Responsibilities

Area Coordinators serve as a communication link between the WSO departments and trusted servants in the BC/Yukon area. Each coordinator is responsible for communicating with Al-Anon and Alateen members in BC/Yukon to inform members of available resources and encourage their use. They coordinate the activities of their assigned service area. Coordinators may also initiate activities to improve services to Assembly and groups. The Area Coordinator unifies the Al-Anon and/or Alateen special services for the Area. He/she works cooperatively with the Area Officers and members of the Area World Service Committee.

Interested applicants must submit a service resume to the BC/Yukon Area Chair requesting a specific position. BC/Yukon Area Coordinators are appointed by the Area Chair in consultation with Area Officers and are asked to serve for a 3 year term. They vote at Area World Service Committee Meetings, but not at Assembly unless they are also acting as a Group Representative.

General Qualifications

- An active member of Al-Anon who attends meetings on a regular basis and not also a member of Alcoholics Anonymous (Pg 163 *Al-Anon/Alateen Service Manual*)
- Able to attend AWSCM in May, Assembly in September and Officer/Coordinator meeting in January or February. (Up to one extra officer/coordinator meeting may be scheduled if required)
- Able to communicate effectively in English both verbally and in written form
- Familiar with Traditions and Concepts
- Aware of Area and World Service structure
- Willing to work cooperatively with members of the Area World Service Committee
- Internet and computer skills including MS Word and Excel
- Proficient use of e-mail is necessary
- Maintain a binder of pertinent information to pass along to next AAPP
- Able to lead by example (see leadership essay on page 199, *Al-Anon/Alateen Service Manual*)
- Have a current copy of the *Al-Anon/Alateen Service Manual* for reference

Purpose of AAPP position:

The BC/Yukon Area AAPP serves as the communication connection in matters of certification and registration among the Alateen groups, the AMIAS, the districts, the Area and the World Service Office. The AAPP maintains current and accurate records of Alateen group information and of all AMIAS in the Area. He/she also maintains current and accurate contact information on the WSO website for all groups and AMIAS, and annually recertifies all active AMIAS.

Specific Experience/Skills required:

- Good communication and organization skills
- Ability to pay attention to detail
- Ability to respond promptly to enquiries
- Ability to meet deadlines

Primary duties:

- Register new groups and new AMIAS through the WSO Alateen Group Records database (as needed)
- Notify AMIAS, the district Alateen Liaison and DR when Criminal Record Check (CRC) is due to be updated and support the timely receipt of CRC.
- Maintain spreadsheet record of BC/Yukon Area Alateen groups and AMIAS records (approx. 4 hrs per month)
- Store and maintain physical records of Group and AMIAS registrations and CRCs.
- Securely dispose of outdated records (dispose of inactivated AMIAS files once CRC is no longer valid)
- Securely dispose of other files as required
- **Annually**, recertify every active AMIAS through the WSO recertification process and inactivate those AMIAS no longer in service. (5 hours/week March – July)
- **Annually** receive and update Annual Group Record Forms
- Reconcile BC/Yukon Area Records with those of WSO (approx. 3 hr/at least twice a year)
- Attend out-of-town meetings: Officers & Coordinators Meeting (one day in January or February), AWSCM (Friday-Sunday in May), Assembly (Friday-Sunday in September)
- Prepare report for Bulletin (1 hour per month)

Communication: Most communication is done by e-mail, with other communication methods also used

With AMIAS

- Support and inform AMIAS in original registration process and with obtaining CRC
- Support AMIAS to complete the annual recertification process or through the inactivation process.
- Inform AMIAS when CRC is due for renewal – facilitate the renewal of the CRC

With Groups

- Notify DR of any problems with Current Mailing Address and/or group email address
- If necessary contact Alateen Liaison or DR for clarification of information submitted

With Districts

- Confirm information about new groups before submitting to WSO
- Notify DR's of any group changes and of currently certified AMIAS – annually or as needed.

With Area

- Notify BC/Yukon Bulletin editor and Area Information Services about new groups, inactive groups, and changes in meeting places and times.

- Notify Group Records about new groups, inactive groups, and changes in meeting places and times.
- Prepare an interim annual report in the April Bulletin and a full annual report in the August Bulletin

With WSO

- Reconcile group information with WSO database
- Participate in conference calls & conversations as initiated by WSO staff
- Consult with WSO staff as needed in response to enquiries

Further information is available on the following websites:

BC Yukon website: www.bcyukon-al-anon.org

WSO website: www.al-anon.org/members