

# BC/Yukon Area Alateen Coordinator

## 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 86 *Al-Anon/Alateen Service Manual 2018-2021 edition*)
- 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 coordinator
- Able to lead by example (see leadership essay on page 196, *Al-Anon/Alateen Service Manual*)
- Have (or acquire) a current copy of the *Al-Anon/Alateen Service Manual* for reference

**Purpose of Alateen Coordinator:** Coordinates activities for Alateen in BC/Yukon Area. Supports and encourages service in Alateen

**Primary duties:**

- Liaise between members and Area World Service Committee for BC/Yukon Alateen
  - Together with District Alateen Liaisons and/or AI-Anon Member In Service to Alateen (AMIAS), review and if necessary, improve the Area Alateen Service Requirements for ratification or revision at Assembly every three years (or sooner, if requested).
  - Provide opportunities at AWSCM and at Assembly for face-to-face contact among Alateen Service members.
- Confer on a regular basis with AAPP (Area Alateen Process Person) for AMIAS certifications and Alateen groups' status, especially when assisting during annual AMIAS recertifications.
- Distribute service information (i.e. tools for outreach, sponsor preparations, etc.) from WSO to District Alateen Liaisons, Area Officers and if relevant, to AIS Committee Chairs and District Reps.
- Maintain binder and pass on to incoming Alateen Coordinator at end of term.

**Communication with WSO**

- Participate in conference calls with WSO support and Alateen Coordinators in other Areas.
- Receive e-mail notices of new postings for Alateen related information on WSO AFG Connects.
- Receive new issues of "Alateen Talk" (3 or 4 times a year).

**Communication with Area**

- Regularly update Officers and Coordinators regarding Alateen activities.
- Work with Area Chair, Delegate and AAPP to ensure Alateen safety guidelines are followed

**Communication with Districts**

- 3 times a year connect with District Alateen Liaisons via e-mail or telephone; include DRs in routine e-mail communication.
- Use Alateen outreach tools to help encourage members in Districts with no Alateen meetings.
- Provide encouragement and resources to assist AMIAS to perform their roles effectively.

**Communication with Members**

- Provide monthly Alateen updates to be submitted to the BC/Yukon Area Bulletin by the 15<sup>th</sup> of each month.
- Provide and interim annual report of Alateen activities for print in the April Bulletin and a full annual report in the August Bulletin as part of the Consent Agenda prior to AWSCM and Assembly each year.

**Other requirements**

- Must be AMIAS-certified through BC/Yukon Area process, according to Area Alateen Safety requirements.
- Prior Alateen Service experience recommended.

**Resources:** WSO Guideline G-24; also useful G-5, G-16, G-19, G-34 and the Alateen Service e-manual available on the WSO website.