

ALATEEN COORDINATOR

QUALIFICATIONS:

- Any Al-Anon/Alateen member who is not also a member of AA is eligible to serve.
- Be thoroughly familiar with the Service Manual from World Service Office, Guidelines from World Service Office, and have a working knowledge of the Steps, Traditions and Concepts of Service.
- Be available to travel throughout the Area.
- Be willing to have name, address and telephone number published in Area newsletter.
- Be available to serve three years.
- Attend all Area World Service Committee meetings (2 per year), give a report, and vote on issues.
- Attend all Area Assemblies (2 per year) and vote on issues only if holding the position of Group
- Have basic knowledge of Excel documents and be able to send and receive e-mails.

DUTIES:

- Obtain a *Combined Service Workbook* and follow Guidelines pertaining to Area Alateen Coordinators.
- Establish a line of communication between Alateen and all Al-Anon Family Groups in the Area.
- Give support to Alateen Coordinator when necessary.
- Prepare a permanent notebook of all the information and history of the Area Alateen Groups and Area Officers reports to be given to the next Area Alateen Coordinator.
- Share experience, strength and hope for Area in written or typed form to be placed in permanent record.
- Be familiar with the "Area 24 Guidelines for Al-Anon Members Involved in Alateen Service".
- Identify and approve as the Area Alateen Process Person (AAPP) all Area 24 Alateen Sponsors and Al-Anon Members Involved in Alateen Service using the certification process defined in the "Area 24 Safety Guidelines for Teens at Alateen and Al-Anon Meetings and Functions".
- Oversee process for Registration of Alateen Groups and be point of contact for World Service Office regarding same.
- Oversee resignation and removal of certified Alateen Group Sponsors or Al-Anon Members Involved in Alateen Service and be point of contact for World Service Office regarding same. Any abuse reports should be filed through the AAPP.