

Maryland & District of Columbia Area

Guidelines for Area Alateen Process Person (AAPP)

April 2017

The Area **Alateen Process Person (AAPP)** is responsible for certifying compliance with Area and World Service Office Alateen Guidelines.

Eligibility and Qualifications:

1. General:

- Any Al-Anon member who is not also a member of Alcoholics Anonymous is eligible to serve.
- Be familiar with the *Al-Anon Alateen Service Manual* and have a good understanding of the Steps, Traditions and Concepts of Service.
- Be willing to have name, address, phone number, and Email address made available to Al-Anon/Alateen members.
- Be available to travel throughout the Area to attend Al-Anon/Alateen functions.
- Be available to serve for a full 3-year term.
- Be able to use Email and to access information on WSO's eCommunities system.
Note. If a coordinator does not have access to a computer or has only limited computer skills, another Al-Anon member may serve as an "E-Buddy" to handle this part of the position.

2. Position Specific:

- Be certified as an Al-Anon Member Involved in Alateen Service (AMIAS) in the Maryland and District of Columbia Area.
- Have been a member of Al-Anon for a minimum of 3 years (continuous).
- Be or become thoroughly familiar with the *2003 Al-Anon Board of Trustees Memo on Alateen Safety*, the Alateen policy in the *Al-Anon Alateen Service Manual*, the *Area Alateen Safety Requirements*, and the Al-Anon Guidelines regarding Alateen, in particular: *Area Alateen Coordinators (G-24)*, *Alateen Safety Guidelines (G-34)*

Responsibilities and Duties:

1. General

- Attendance at Area Meetings.
 - Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
 - Prepare a written report on activities and send it to Area Chairman and Area Secretary at least two weeks prior to each AWSC meeting. This report will become part of the AWSC minutes and be published in the Area newsletter.
 - Be prepared to give a brief oral report at each Area Assembly and AWSC meeting.
- Communications with World Service Office.
 - Keep aware of information from the WSO by regularly checking the eCommunity for this position.
 - Take part in all WSO conference calls this position.

2. Position Specific

- Ensure that all Alateen Group Sponsors and AMIASs have received the *Area Alateen Safety Requirements*.
- The Alateen Coordinator(AAC) and the Area Alateen Process Person (AAPP) must work together as a team. This cooperation is essential to ensure that each Alateen activity is both safe and an opportunity for recovery.
- Annually, or more often if the need arises, review the Area Alateen Safety Requirements with the AAC and an attorney whose practice includes child neglect and abuse. Develop and document procedures which do not necessarily belong in the *Area Alateen Safety Requirements* but which are necessary for the effective and efficient performance of the AAPP position.
- Collect the necessary paperwork from the AMIAS applicant, logs it in the appropriate document, forwards the WSO form to the WSO and upon receipt of the approved from WSO, sends a note to the AMIAS certifying him/her if appropriate. Logs this certification in the appropriate document.
- If informed of any known or suspected instance of abuse of a member of Alateen, the AAPP must follow the procedure described the *Area Safety Requirements* and also notify the Area Steering Committee.
- If an individual AMIAS or an Alateen group is not adhering to the *Area Alateen Safety Requirements*, explain to the individual or group about the need to abide by these guidelines and assist them to take corrective actions. If the individual or group refuses to take action to comply with the requirements, decertification of the individual AMIAS and/or the Alateen group may be necessary. [Because the Area Steering Committee, in its role as Board of Directors for AFG of MD and DC Inc, has the legal authority and responsibility for Area actions, no decertification proceedings will begin prior to informing

the Steering Committee.]

- With the AAC, help to establish lines of communication between Alateen and the AWSC, the Districts, the AISs, and all Al-Anon Family Groups in the Area.
- The AAPP may fill in for the AAC in conducting the required certification and or re-certification training for AMIAS's.
- Regularly access the AAPP section of eCommunities. Include important information items in the report for the AWSC meeting.
- Respond to WSO questions and surveys; participate in WSO conference calls as they are scheduled.
- Develop and refine a permanent notebook of AAPP procedures and activities to be passed on to the next AAPP.