

Maryland & District of Columbia Area

Guidelines for Area Alateen Coordinator

April 2017

The Area **Alateen Coordinator** organizes Area Alateen activities and encourages support for the Alateen fellowship, as provided for in the Area Alateen Guidelines.

Eligibility and Qualifications:

- **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.

- **Position Specific:**

- Must be an *Al-Anon Member Involved in Alateen Service* (AMIAS) certified 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,*
 - 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

- Follow recommendations of the *AI-Anon Guideline: Area Alateen Coordinators (G-24)*.
- The Alateen Coordinator 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.
- With the AAPP help to establish lines of communication between Alateen and the AWSC, the Districts, the AISs, and all AI-Anon Family Groups in the Area.
- Remind organizers of Area activities (Assemblies, conventions, workshops, service committees, etc.) to invite Alateens to participate (following Area Safety and Behavioral Requirements is required), and encourage Alateens to do so.
- Organize and facilitate at least four Alateen Sponsor Training Sessions per year. These rap sessions provide an opportunity for Alateen sponsors and other AMIAs to come together in an informal environment to share their experience, strength, and hope.
- Regularly access the Alateen Coordinator 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.
- Visit Area Alateen meetings periodically to foster support for local Alateen meetings.

- Respond to local requests for information and contact that WSO has received from local sources.
- Coordinate with AAPP all requests for Alateen members to speak at Area events.
- If informed of any known or suspected instance of abuse of a member of Alateen, the AAC must follow the procedure described the Area *Alateen 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.]
- Initiate or continue a permanent notebook of Alateen Coordinator activities to be passed on to the next Area Alateen Coordinator.