

Guideline

Name of Position: **Area Alateen Coordinator**
 Area Alateen Process Person

Overview of Position

As the Area Alateen Coordinator, you are the Area Alateen educator, facilitator, delegator, and communicator.

Duties include: Serving as a resource for problem resolution with Alateen groups; serving as the Area contact person within and outside the fellowship regarding Alateen; training and certifying members in the Area who are of service to Alateen.

As the Area Alateen Process Person, you are responsible for processing Alateen Group Registration/Change and AI-Anon Member Involved in Alateen Service forms. The AAPP receives mailings from the WSO Group Records Department, including the annual AI-Anon Member Involved in Alateen Service list and bi-annual Alateen Group Records reports.

Pre-requisite:

AI-Anon member who meets the requirements to be certified as an "Area Alateen Member Involved In Service. (Must be 21 years of age, have been an active AI-Anon member for two years, not including any years spent in Alateen and has had a Criminal Record Background Check within the previous five years.)

Area 89 will provide a laptop for this position for use to communicate with Districts, Area and WSO.

Motion 4/17: That Position Guidelines for Saskatchewan AI-Anon Coordinators and Table Officers be updated to include: "must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO." Area Secretary to update position guidelines. **Carried**

Responsibilities at Committee Meetings:

- Attend twice a year. Spring Committee Meeting will be held virtually on Zoom beginning March 2021. Motion: 07/20
- Prepare a report (10 minutes max.) and email a copy to the Secretary or bring a typed copy to the meeting.
- Participate in discussions and decision making.

Responsibilities at Assembly:

- Attend twice a year.
- Prepare report (5 minutes max.) and email a copy to the secretary or bring a typed copy.
- Do an "Incoming" sharing (15 minutes) at the first Spring Assembly after being elected

- and a (15 minute) service sharing as your 3-year term ends at the Fall Assembly.
- Participate in the DR/GR orientation on Friday evening at the Spring Assembly.
 - Perhaps facilitate a workshop and/or assist the Alateens in preparing a workshop or presentation

On-going responsibilities/job details:

As the coordinator:

Be familiar with the Alateen Policy and all areas that pertain to Alateen in the Al-Anon/Alateen Service Manual and on the Al-Anon Members' website.

Be familiar with the Saskatchewan Alateen Safety and Behaviour Requirements, the WSO Guidelines regarding Alateen (G24, G19, G16, G34) posted on the WSO Members' Web site www.al-anon.org/member.

Be familiar with Area 89 guidelines and requirements for certifying Al-Anon Members Involved in Alateen Service, registering Alateen groups and keeping records. (Records are confidential documents).

Become familiar with WSO communication procedures (AFG Connects, email and occasionally postal mail) and participate in scheduled conference.

Be the Area's designated contact with the WSO, regarding Alateen forms.

Be the Area's contact with WSO when there are inquiries about Alateen Group Information.

You will be responsible for the training and certification of "Al-Anon Members Involved in Alateen Service" and for registering Alateen groups. Sponsorship Training Modules are available in the Alateen Coordinator AFG Connects.

Provide a "Letter to Police Services" requesting the fee to do a "Criminal Records Background Check" be waived, when necessary.

Be responsible for verifying certification of members serving Alateen for Al-Anon conventions and other events with Alateen participation.

Ensure there is a process in place to communicate the Area's requirements and processes to members, groups, service arms and event planning committees, in order to enforce the requirements.

You are required to know what to do when there is a problem with or complaint about an Alateen group or AMIAS, the process for removing a sponsor if necessary and know the appeal process when an AMIAS certification is denied.

As the Area Alateen Process Person:

You are responsible to add any new AMIAS to the WSO Alateen Group Records upon receipt of the completed AMIAS Application Form and a clean Police Record Check.

You are responsible to add any new Alateen Group to the WSO Alateen Group Records upon receipt of the completed Alateen Group Registration Form.

You are responsible to update all AMIAS and Alateen Group changes as needed, keeping the Alateen Group Records consistently up-to-date.

You are responsible to recertify all AMIAS annually by receiving a completed and signed Recertification Form from each AMIAS and a new Police Record Check every 5 years for each AMIAS. Alateen Group Records Recertification online must be completed by the WSO deadline each year for Saskatchewan to use the Alateen name.

You are responsible to attend any WebEx meetings scheduled by the WSO. Information is received through AFG Connects. Check your Alateen email regularly

You will need a communication process for collecting information.

- Ensure records of AMIAS qualifications, training etc., are current
- Ensure records of AMIAS affiliated with groups is current.
- Verify current meeting information for the "Al-Anon Information Services" and the Area website.
- Verify current AMIAS certification status for conventions and other events.

You will need to know how to keep information confidential, how to determine distribution of information, what and when to store or shred and who has access.

Budget Amount: \$400.00

Motion 14/18: Evan W./ Claudette B-H. **Carried**

That the Alateen Coordinator expense budget be increased to \$400.00.

How the budget is used: Travel to districts, groups and group activities, purchase literature for workshops and public outreach, copying, stationary, postage and phone calls.

Submit receipts to Treasurer quarterly.

By the end of your term, clean and organize any boxes being passed on to the new person. Update your guideline and submit it to the Area Secretary

Updated December 2020