

TEXAS EAST AREA 53 ALATEEN COORDINATOR JOB DESCRIPTION

TERM LENGTH: Three Years (Beginning January 1, after election).

PURPOSE: *According to the WSO Guideline, G-24, the role of the Area Alateen Coordinator (AAC) is to “communicate educate, facilitate and coordinate”. This is accomplished in many ways, and can be best understood by reading the Guideline.*

QUALIFICATIONS: Regularly attends Al-Anon Meetings. It is important to note that any member can fill the position of AAC. It is not necessary to be an AMIAS (Al-Anon Member Involved in Alateen Service) in order to be elected, however, according to G-24, the “first step...is to become certified as an AMIAS yourself”. Generally speaking, all that is truly necessary is that a member has a passion and dedication to serving Alateen in our Area.

VOTING QUALIFICATIONS: Votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative.

RESPONSIBILITIES: In addition to the WSO Guideline, Responsibilities of the Area Alateen Coordinator (AAC) are as follows:

- Administer & maintain AMIAS Training Program.
- Update Training Workshop Presentation and Training Manual as needed.
- Approve all Area Trainers. Recommended qualifications for Trainers include being an active Alateen Group Sponsor for a minimum of 2 years, having attended a minimum of 2 Training Workshops. Qualifying Area Trainers is at the discretion of the AAC, including any exceptions or changes to the recommended qualification. Typically, once a Trainer has been approved by a current AAC, they can continue in service as a Trainer as the position of AAC rotates.
- Distribute the Training Workshop Presentation to Trainers and (DACs) District Alateen Coordinators upon request.
- Approve all Training Workshop fliers, provide the Website Coordinator with approved fliers for posting, and distribute fliers to all districts by providing to DACs or District Representatives (districts without a DAC).
- Communicate regularly with all AMIAS, directly and also via the DAC, or DR if there is no DAC and provide updates from the World Service Office. Answer questions regarding AMIAS responsibilities.
- Facilitate AMIAS meetings and workshops at the Area Events.
- Work with the (AAPP) Area Alateen Process Person regarding any situations requiring special attention.
- Attend WSO Teleconferences.
- Provide a quarterly report for Area Newsletter (*The Beacon*) and AWSC.
- Participate in (P.O.S.S.E) Program of Sponsors Sharing Everything, the annual weekend provided for training and fellowship and provide report to AWSC
- Participate in (TEA AC) Texas East Area Alateen Conference and provide report to AWSC.
- Turns in Area related expenses to the Area treasurer within timeframe requested by the Treasurer of the event (e.g., Assembly, AWSC).

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- Review the application process to be an AMIAS as necessary. If changes are appropriate, bring changes to WSO for approval, to legal counsel and then to Assembly for vote.
- Attend transition meeting at end of term and any leadership training offered.
- Respond and follow up on communication from WSO regarding interest in starting Alateen meetings.