

TEXAS EAST AREA 53 ALATEEN PROCESS PERSON — JOB DESCRIPTION

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

PURPOSE: *The AAPP receives correspondence relative to Alateen certification and group registration; it is essential that the Alateen Coordinator and AAPP work cooperatively, share Alateen information, and work closely to evaluate the Area process annually and other responsibilities as needed. (World Service Organization Guideline, G-24).*

WSO REQUIRMENTS: Must have internet access and be able to enter information into a database.

QUALIFICATIONS: Regularly attends Al-Anon Meetings.

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

RESPONSIBILITIES:

- Outgoing AAPP must submit AREA ALATEEN PROCESS FORM to WSO notifying them of the newly elected AAPP. The form must be signed by either the Area Chair or Area Delegate, and all forms are online.
- Upload data to background screener.
- Immediately after being elected, the AAPP and immediate past AAPP must review Background check process, as well as the WSO on line procedure to register Al-Anon Members Involved in Alateen Service (AMIAS) in order to generate reports for distribution to Area Alateen Coordinator, District Alateen Coordinator, District Representatives and Assembly registration person.
- Computer knowledge is essential, all AMIAS data is done on line.
- Attend WSO Teleconferences prior to recertification.
- Process initial certification and annual recertification of all AMIAS and submit upload data to the WSO to certify Al-Anon Members Involved in Alateen Service (AMIAS). Must meet the Area June 1 deadline and WSO July 1 deadline for the annual Area recertification of all AMIAS.
- Provide each applicant of the Alateen Service certification with a notarized confidentiality statement.
- Notify each applicant of his or her certification/recertification and assigned WSO ID Number.
- All Alateen Group Registrations or Changes go through the AAPP who will provide the Alateen Registration/Group Records Change Form (GR-3) The Alateen Group Sponsor completes the form, and submits to the AAPP. AAPP will submit to WSO and will notify each Alateen group of their registration or changes submitted.
- Notify the Area Group Records Coordinator, Area Website Coordinator, District Representative, District Alateen Coordinator and local Al-Anon Information Services of the registered meeting.
- Review Texas Al-Anon/Alateen website and District websites to ensure all Alateen Groups are listed correctly.

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- Notify All AMIAS individually of their training status during recertification period.
- It is the Area's AAPP responsibility to safeguard personal information and dispose of certification information properly. After certification, the individual AMIAS contact information (name, address, phone numbers, and e-mail) and current certification status is available in the On-Line Group Records application to the Area Alateen Coordinator, the AAPP, and District Representatives (for their district only). Any lists of AMIAS generated should be treated as any confidential list of trusted servants, and be dated.
- The AAPP has the discretion, based on the 2003 legal resolution of the Board of Trustees, to decide on an individual basis the eligibility of an AMIAS; this cannot be changed by WSO or the Area. Any questions or circumstances requiring special attention can be directed to the AAPP.
- Provide Al-Anon Members Involved in Alateen Service (AMIAS) registration forms.
- 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 to provide support for completing AMIAS registration/certification forms, training and fellowship.
- Participate in (TEA AC) Texas East Area Alateen Conference as needed.
- Turns in Area related expenses to the Area Treasurer within the time frame requested by the Treasurer of the event (e.g. Assembly, AWCS, etc.)