

TEXAS EAST AREA 53 SPANISH COORDINATOR

JOB DESCRIPTION

LENGTH OF TERM: Three years (Beginning January 1st, after election).

PURPOSE: *To encourage the Spanish –Speaking Al-Anon/Alateen groups to participate in Area activities and to coordinate and bring information to those groups from the Area.*

QUALIFICATIONS: Regularly attends Al-Anon Meetings. Speaks and writes Spanish and English.

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

RESPONSIBILITIES: The duties of an Area Spanish Coordinator are as follows:

- Attends all the Area AWSC meetings and Assemblies and
- Provides a report to the Area and the GRs of Spanish-speaking activities in the Area.
- Works with all the Spanish Coordinators in the Area, maybe visiting as many districts as possible during the year.
- Offers translation when possible during the Area meetings.
- Offers translation of agenda/minutes, etc., where possible.
- Creates and maintains a Spanish district Area Coordinator name listing with emails and contact information.
- Encourage attendance to the Spanish-speaking GRs in the area to attend Area Assembly.
- Turns in Area related expenses to Area Treasurer within 2 weeks of the event (e.g., Assembly, AWSC, etc.).