

## **Alateen Coordinator Job Description**

Per World Service Handbook; Revised 1992:

*Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20). See the Digest of Al-Anon and Alateen Policies, pages 101-102, 126 for more information.*

### **Duties shared by all Coordinators:**

- Attend AWSC meeting on Sat. and Sun. during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports for their respective committees and presents them in paper form at Assembly to Area Secretary and AC chair. Presents reports to Assembly in a manner set by Area Chair. May also submit reports via email
- Communicate the activities of their positions by submitting an article for each edition of the Area newsletter
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly prior to making expenditures.
- Maintain Alateen Workbook for duration of the three year term for the next Alateen Coordinator.
- Available to share experience strength and hope with future Alateen Coordinator.

*WSO has guidelines regarding Alateen Coordinator (G24)*

### **Duties of the Alateen Coordinator:**

- Act as liaison between WSO and Colorado Area Al-Anon members involved in Alateen service(AMIAS)
- Support Area Alateen Process Person and inform and provide training in various parts of the state for Colorado Area AMIAS
- Support Colorado Area Alateen outreach efforts, work with new Alateen groups and the Colorado Area keeping both informed and aware of each other.
- Keep up to date information and educate the Colorado Area about past and present WSO Alateen policies
- Works towards establishing Alateen programs and obtaining Alateen speakers for Area Assemblies and Area Events as well as arranging sponsor coverage at those events
- The Alateen Coordinator is an active Alateen Sponsor and is an active member of Al-Anon

