

ALATEEN COORDINATOR

A. Per World Service Handbook: revised 2002-2004

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-24)

B. Duties as practiced by past Alateen Coordinators

1. Holds sponsors meetings in various areas of the state on a regular basis.
2. Is an active voting member of the Rocky Mountain Alateen Conference (RMAC). Meetings are held on a monthly basis.
3. Acts as a point of reference for sponsors and other members of the community.
4. Ensures that an Alateen program is established at Area Assemblies and the State Convention. Is also responsible to arrange for sponsor coverage at those functions.
5. Works with the GRs in locating new sponsors as needed.
6. The Alateen Coordinator is an active Alateen Sponsor and is an active member of Al-Anon.
7. coordinates with GRs, DRs and Sponsors for obtaining Alateen speakers for Area Functions and other requests and received.
8. Makes reports for finances to the Area Treasurer each quarter on the forms provided by the Treasurer.
9. Attends all Area World Service Committee Meetings.
10. Attends all Area Assemblies and presents a report. (Reports are to be written for the Area Secretary. Usually limited to 2 minutes.)
11. Writes an article for each issue of the Butterfly.

Revised 2003