

POSITION TITLE: Area Alateen Process Person (AAPP)

UPDATE DATE: 5/11/2018

UPDATED BY: AAPP (Panel 56, 2016-2018)

POSITION DESCRIPTION

The Area Alateen Process Person (AAPP) serves as the Area's designated Alateen contact with the WSO Group Records Department regarding Alateen forms, and processes all Alateen group and AMIAS information for the Area. The AAPP collaborates with the Area Alateen Coordinator concerning the distribution and submission of Alateen forms and WSO Alateen Group Records reports. The AAPP may choose to create an alternate and/or committee to help fulfill the duties of this position.

JOB REQUIREMENTS

- ❖ Detail oriented with good organization skills
- ❖ Good communication skills and the ability to work well with others
- ❖ Certified as AMIAS or eligible to become a certified AMIAS
- ❖ Access to a computer with scanning capabilities, and be comfortable using email and interfacing with external databases (i.e., WSO Alateen Group Records, Wisconsin Criminal Information Bureau)
- ❖ Useful Skills: Familiar with the Twelve Concepts of Service, working knowledge of word processing and spreadsheet software for creating file and mailing labels, etc.

DUTIES & RESPONSIBILITIES

- ❖ As needed
 - Respond to requests for information from groups, members, District Representatives, AMIAS, etc.
 - Process AMIAS Certification Applications, Alateen Group Registrations, and change forms upon receipt in accordance with Area Policies and WSO Guidelines
 - Maintain log-in and password to the WSO Alateen Database for WIUPMI-Area 61 and enter new/changed AMIAS and Alateen Group information
 - Review all District Meeting lists with Alateen Groups for the Area Webmaster prior to posting to ensure the lists are accurate based on the WSO Alateen Group database
 - With the Alateen Coordinator, review, and update AMIAS and Alateen Group Policy and procedures information on the Area website at least annually; and assist Alateen Coordinator to facilitate AMIAS training workshops or Alateen Round Table discussions, etc.
 - Respond to requests for certification verification of AMIAS volunteering to work with Alateens at WIUPMI-Area 61 AI-Anon assemblies, conferences/conventions and other multi-area events with Alateen participation in accordance with Area Safety & Behavioral Requirements.
 - Following your term, act as a mentor to your successor.
- ❖ Semi-annual
 - Attend AWSC Spring & Fall AWSC meetings, and Spring & Fall Assemblies. Submit your report to the Secretary by the deadline.

- ❖ Annual
 - Maintain contact with Areas Minnesota North (MN-N), Minnesota South (MN-S) and Illinois North (IL-N) Alateen & Midlake Coordinators
 - Conduct the WSO required annual recertification of all WIUPMI-Area 61 AMIAS by the WSO deadline; process completed Current Mail Address (CMA) forms from Alateen Groups
- ❖ End of term
 - Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

PUBLISHED RESOURCES

- ❖ Alateen Safety Guidelines (G-34).
- ❖ Alateen Meetings in Schools Guideline (G-5).
- ❖ Alateen Conference Guideline (G-16).
- ❖ Starting an Alateen Group Guideline (G-19).
- ❖ WSO AI-Anon/Alateen Service Manual P-24/27.
- ❖ WSO AI-Anon/Alateen Groups at Work P-24.
- ❖ WIUPMI-Area 61 Policy Manual – www.area61afg.org >Members >Area Business >General Business and Forms.
- ❖ WSO Alateen Service e-manual – <http://al-anon.org/members/images/PDF/AlateenServiceManual.pdf>.

OTHER RESOURCES

- ❖ AAPP Digest-AFG Connects – distributed by WSO.
- ❖ WSO – In the Loop, electronic newsletter – <https://al-anon.org/blog/who-receives-in-the-loop/>.
- ❖ WSO website – <https://al-anon.org/>.
- ❖ Notes and records from previous AAPP; includes detailed outline of process/procedures.
- ❖ Former AAPPs.