

POSITION TITLE: Alateen Coordinator

UPDATE DATE: 5/11/2018

UPDATED BY: Alateen Coordinator (Panel 56, 2016-2018)

POSITION DESCRIPTION

The Alateen Coordinator is the vital link of communication between the World Service Office (WSO) and the Area on matters relating to Alateen. This person acts as a resource for Alateen at all levels of service and works closely with the Area Alateen Process person. The Alateen Coordinator may choose to create an alternate and/or committee to help fulfill the duties of this position.

JOB REQUIREMENTS

- ❖ Good communication skills and able to network well with others.
- ❖ Certified as AMIAS or eligible to become a certified AMIAS.
- ❖ Familiar with WSO and Area requirements for AMIAS certification and re-certification.
- ❖ Knowledgeable in how to start an Alateen group and/or online Alateen Chat Meeting.
- ❖ Have access to a computer and be comfortable with using email.
- ❖ *Useful Skills: Familiar with the Twelve Concepts of Service, working knowledge of word processing and spreadsheet software.*

DUTIES & RESPONSIBILITIES

- ❖ As needed
 - Monitor WIUPMI-Area 61 email and forwarded emails from WSO to answer questions about Alateen groups, AMIAS certification, and how to start an Alateen group. Correspond by US mail when information/pamphlets are requested.
 - Team with AAPP in facilitating AMIAS training workshops, encourage AFG members to become Alateen Group Sponsors, and support Alateen members as needed.
 - Participate in discussion groups with AMIASs at the Spring and Fall Assemblies, when needed.
 - Provide list of Alateen speakers. Encourage and acknowledge Alateen sharings in Alateen Talk.
 - Respond to requests to meet with schools showing interest in "Meetings in Schools".
 - Following your term, act as a mentor to your successor.
- ❖ Semi-annual
 - Attend AWSC Policy Committee meetings, Spring & Fall AWSC meetings, and Spring & Fall Assemblies. Submit your report to the Secretary by the deadline.
 - Coordinate Alateen activities at the Area Assemblies and AFG Convention.
 - Coordinate an Alateen Round Table at Area Assemblies and other events. This is a session for AMIAS and teens to share experience, strength, and hope about their Alateen meetings.

- ❖ Annual
 - Maintain contact with Alateen & Midlake Coordinators from Areas Minnesota North (MN-N), Minnesota South (MN-S) and Illinois North (IL-N). Contact the host committee for Midlake; coordinate Area 61 Alateen groups to volunteer for service at the conference.
 - Communicate with the WSO via annual conference calls or posted PowerPoint presentations and AFG Connects.
 - Encourage annual review of Area 61 requirements/processes of AMIAS & Alateen groups with AAPP.
 - Submit Multi-Area notifications to participating states when event is held in WI even if other states are hosting. (See guideline G-16).
- ❖ Every 3 years
 - Organize the Midlake conference, with assistance from committee members, when Area 61 is the host.
 - Act as liaison between committee and hotel regarding contracts and Banquet Event Order.
 - Create Midlake Host Policy and/or update as required.
- ❖ 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

- ❖ Area Alateen Coordinators Guideline (G-24).
- ❖ Alateen Safety Guidelines (G-34).
- ❖ Alateen Meetings in Schools Guideline (G-5).
- ❖ Alateen Conferences Guideline (G-16).
- ❖ Starting an Alateen Group Guideline (G-19).
- ❖ Al-Anon/Alateen Service Manual.
- ❖ WIUPMI-Area 61 Policy Manual found at www.area61afg.org.
- ❖ Alateen service e-manual.

WSO guidelines are available only as downloads; they may not be ordered.

OTHER RESOURCES

- ❖ WSO's AFG Connects
- ❖ WSO – In the Loop, electronic newsletter
- ❖ WSO member website
- ❖ Notes and records from previous Alateen Coordinators and Midlake hosts. (Found in 3-ring Alateen Coordinator binder - includes how to process)
- ❖ Former Alateen Coordinators.