



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: by the Assembly 7 August 2021

Effective Date: 21 August 2021

Position: AREA ALTERNATE WORLD SERVICE DELEGATE

Term: Three years

Elected by the Virginia Area Assembly

Reviewed: February 2021

General Description

The World Service Delegate (Alternate), working in close conjunction with and guidance from the World Service Delegate. In the event that the Delegate is not able to fulfill the three-year term, the Alternate Delegate will replace the Delegate. In addition, the Alternate Delegate performs the following functions.

The Alternate Delegate assists the Area Delegate in participating in area assemblies and VAWSC meetings. The position serves the area as Forum Coordinator, providing information to the assemblies from WSO regarding subscriptions and content and providing information to WSO from the assemblies as a result of workshops, sessions, or programs. Participate on committees or task forces as assigned. Coordinate with other area officers and assembly members to interpret and apply the guidelines in the Service Manual. Conducts New GR Assembly Orientation each Assembly. This includes contacting the Assembly registration chairperson to obtain the number of new GRs for planning purposes; ordering supplies for the orientation folders; stuffing orientation folders; if necessary, maintaining the excess supplies between assemblies. Serves as the Area Liaison to the annual Convention Committee: counsels with the Convention Chair and other Committee Members; maintains a keen interest in Convention budget formulation; negotiates the Convention hotel contract, as required.

Expenses incurred by this position are covered in the Alternate Delegate's budget (reference VA Area Treasurer's Report for actual budget amount). These expenses included but are not limited to: Expenses to attend Assemblies, VAWSC, Convention Committee, and Officer meetings. Printing, copying, postage, etc.

Tasks

- Provide four Area Alateen Sponsor workshops each year located throughout the Area.
- Provide the dates and general locations for the ensuing year's workshops no later than Fall VAWSC Meeting of the current year.

- Maintain accurate Alateen Group information and regularly correspond with Districts and Groups regarding Alateen conferences, registering Alateen Groups, and making sure Alateen literature is made available to Alateen Groups.
- Assist in educating and providing presentations on Alateen to the Virginia Area at Assembly.
- Meet with ESAC and MEAC boards semi-annually.
- Send ESAC and MEAC liaison names to the Area Group Records Coordinator, Area Chairperson, and Area Secretary.
- Follow Area Alateen Coordinators Guideline: G-24.
- Provide the Area Delegate with areas of concern relating to Alateen for possible discussion at World Service Conference (WSC).
- Provide the AAPP with a certificate of Attendance for each person who attends an Area Alateen Sponsor Workshop.
- Keep up with changing WSO processes and technology using a variety of resources which may include but not be limited to, e-communities and WSO conference calls.
- Participate in as many Alateen workshops and visits to Districts in Virginia as possible.
- Maintain a thorough knowledge of the Virginia Area 57 Alateen Members and Alateen Sponsors Safety and Behavior Requirements.
- Work with the Area Alateen Process Person (AAPP) and Area Groups Records Coordinator as a team.
- Maintain a thorough knowledge of federal and state laws regarding working with underage children.
- Provide VAWSC with topic choices Alateen-related issues as appropriate or as needed for break-out sessions at Assemblies.
- Serve on the Area Long Range Planning committee.

Time

- Two-day Assemblies, currently scheduled for Spring and Fall.
- Prepare for each Assembly: 6 – 8 hours each Assembly
- Twice yearly VAWSC Meetings are one day events.
- Prepare for each VAWSC meeting: 6 – 8 hours each meeting
- Semi-annual Officers and Coordinators Meetings are one day events
- Producing written reports: 1 – 2 hours per event.

Position Requirements and Desired/Helpful Skills

- Thorough knowledge of the Al-Anon Alateen Service Manual.
- Thorough knowledge of the Three Legacies, especially the Concepts of Service.
- Verbal and written communication skills that reflect the principles of Al-Anon
- Computer skills including the ability to maintain spreadsheets and/or databases.
- Word processing skills for producing written reports.
- Proficiency in the use of e-mail for communication.
- A service sponsor.