

Virginia Area Al-Anon and Alateen Family Groups

Position: Alateen Coordinator

Term: 3 year term

General Description

The Alateen Coordinator is appointed by the Chair and serves as the principal contact for the Area Alateen Groups as well as assisting them with Area Alateen issues. The Coordinator also acts as the liaison between the Virginia Area World Service Committee (VAWSC) and area Alateen Conferences (i.e. MEAC and ESAC). The Alateen Coordinator conveys Alateen information from the World Service Office (WSO), to the Districts, Al-Anon Information Service (AIS) and Alateen Groups regarding Alateen conferences and special events and provides leadership and in the VA Area's efforts to promote and support Alateen. In order to perform duties as the VA Area Alateen Coordinator must be certified by the VA Area. Expenses incurred by this position are covered in the Alateen Coordinator's budget (reference VA Area Treasurer's Report for actual budget amount).

Tasks

- Provides Alateen workshops and presentations to VA Area Districts
- Maintains accurate Alateen Group information and regularly corresponds with Groups in regards to Alateen conferences, registering Alateen Groups, and making sure Alateen literature is made available to Alateen Groups.
- Assists in promoting the establishment of Alateen Groups and advises Al-Anon Groups and Districts in how to start and provide support for an Alateen Group.
- Assists in the education of and providing presentations to VA Area Assemblies on Alateen.
- Provides World Service Office staff with concerns and suggestions from VA Area Alateen sponsors or Assembly participants.
- Meet with ESAC and MEAC boards semi-annually
- Send ESAC and MEAC liaison names to Group Records Coordinator and Secretary.
- Provides World Service Delegate with areas of concerns relating to Alateen for possible discussion at World Service Conference (WSC).
- Participate in WSO and Alateen Coordinator conference calls twice yearly or whenever schedule by WSO.
- Participates in as many Alateen workshop and visits as many districts in Virginia as possible.
- Follow Area Alateen Coordinators Guidelines G-24 (attached to this position description).
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.

Time

- Twice yearly Assemblies are two day events.
- 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
- Meet with ESAC and MEAC – 4-6 days per year.
- Producing written reports: 1 – 2 hours per event.
- WSO and Alateen Coordinator conference calls – 2 hours per call.
- Read/participate Alateen Coordinator list serve – 1 hour per month.

Position Requirements and Desired/Helpful Skills

- Verbal and written communication skills.
- Word processing skills for producing written reports.
- Proficiency in the use of email for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO.