



NORTH CAROLINA / BERMUDA AL-ANON / ALATEEN AREA WORLD SERVICE COMMITTEE

Area Alateen Coordinator

The North Carolina / Bermuda Al-Anon / Alateen Area Bylaws, Article VII, Officers, Section 12, define the role of the Area Alateen Coordinator as:

“The Area Alateen Coordinator in general performs all duties incident to the office of Area Alateen Coordinator and such other duties as from time to time may be prescribed by the Chairperson or by the Board of Group Representatives and described in the Al-Anon / Alateen Service Manual.”

The Area Alateen Coordinator is appointed by the Area Chairperson to serve a three-year term.

Area Alateen Coordinator Duties

- The Area Alateen Coordinator is the link of communication between the World Service Office (WSO), the Area, District Alateen Coordinators, Alateen group sponsors, and Al-Anon Members Involved in Alateen Service (AMIIAS). It is helpful to maintain e-mail distribution lists of District Alateen Coordinators, Alateen group sponsors, and AMIIAS.
- The Area Alateen Coordinator ensures that all AMIIAS adhere to the North Carolina / Bermuda Alateen Safety and Behavioral Requirements.
- The Area Alateen Coordinator provides Alateen Sponsor training workshops. The WSO provides several PowerPoint presentation templates which can be modified for Area use.
- The Area Alateen Coordinator serves as the Area Alateen Process Person (AAPP). The AAPP is the Area's designated Alateen contact with the World Service Office Group Records Department regarding Alateen forms. The Area Alateen Coordinator may enlist the aid of another Al-Anon member to assist with AAPP responsibilities.
- The Area Alateen Coordinator is the liaison to the board meetings of the Southeastern Alateen Conference (SAC) and Eastern Alateen Roundup (EAR) with voice but not vote and attends these Alateen conferences annually. (SAC is in October or November and EAR is in April or May.) Prior to these events, the Area Alateen Coordinator provides the Registration Chair for each conference with a list of names of current AMIIAS and a list of Alateen group mailing addresses for registration mailings.
- The Area Alateen Coordinator is a member of the Convention Committee and coordinates all Alateen functions at convention including the dance on Saturday night that is sponsored by the Alateens. (S)He is on the Speaker Selection Committee and hosts the Alateen Hospitality Suite. (S)He provides the Registration Chairperson the names of all AMIIAS. See “Convention Guidelines” for details of other convention tasks.
- The Area Alateen Coordinator notifies the Alternate Delegate of any current mailing address (CMA) changes in any Alateen groups for mailing label purposes.
- The Area Alateen Coordinator educates the District Representatives on how to register or change information on Alateen groups.

Area World Service Committee (AWSC)

- The Area Alateen Coordinator has voice and vote on the AWSC.
- The Area Alateen Coordinator is assigned to the Group Services Service Arm.
- The Area Alateen Coordinator's expenses for transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Alateen Coordinator has a budget to purchase supplies and materials needed for Alateen Sponsor Workshops.

- The Area Alateen Coordinator prepares a report of Alateen-related activities for each AWSC meeting and e-mails it to the AWSC by the Wednesday prior to the meeting.
- The Area Alateen Coordinator prepares (in October or according to the Area Treasurer's schedule) a list of anticipated expenses for the upcoming budget year.
- The Area Alateen Coordinator has access to an e-mail account for AWSC communications or arranges to have an "e buddy" who will receive e-mails on his or her behalf.
- The Area Alateen Coordinator regularly checks the area G-mail account or arranges to have these e-mails forwarded to a personal account.
- The Area Alateen Coordinator prepares a written report for the Area Newsletter if requested. Type size, font, and deadline are determined by the Area Newsletter Editor

Area Assembly

- The Area Alateen Coordinator has voice at the Area Assembly.
- The Area Alateen Coordinator's expenses related to printing of a report, transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Alateen Coordinator prepares a report of Alateen-related activities for each Area Assembly and e-mails it to the AWSC by the Wednesday prior to the meeting. Sufficient copies for all assembly attendees are provided
- The Area Alateen Coordinator chairs the Alateen Sponsor Workshop at each Assembly.
- The Area Alateen Coordinator prepares an exhibit table for each Area Assembly with current Alateen information, AMIIAS and Group Sponsor application forms, copies of *Alateen Talk*, etc.
- The Area Alateen Coordinator may be asked to chair an Alateen Service Arm meeting. District Alateen Coordinators, AMIIAS, and Alateens attend this service arm.

World Service Office (WSO)

- The Area Alateen Coordinator reviews information posted on the e-Communitas for Alateen Coordinators.
- The Area Alateen Coordinator participates in the Alateen Coordinator conference calls.
- The Area Alateen Coordinator communicates directly with WSO by sending e-mails to wso@al-anon.org and placing ALATEEN in the subject line. The message is forwarded to the correct individual.

Area Alateen Process Person

The Area Alateen Coordinator serves as the Area Alateen Process Person (AAPP). The AAPP is the area's designated contact for Alateen with the World Service Office Group Records Department regarding Alateen forms.

Process for Initial AMIIAS Certification

1. An interested Al-Anon member who meets the minimum Safety and Behavioral Requirements for North Carolina / Bermuda submits an "Al-Anon Member Involved in Alateen Service" form to the District Representative of his or her district.
2. The District Representative follows the district process for verification and mails the form to the AAPP.
3. Upon receiving the AMIIAS application form from the District Representative (DR), the AAPP ensures that the AMIIAS form is signed by the District Representative (DR) and notarized and that the "North Carolina / Bermuda Safety and Behavioral Requirements" are printed on the back. If not, the AAPP prints them on the back to meet the WSO requirement.
4. The AAPP signs and dates the AMIIAS form and places a temporary copy of this form in a file arranged by district. The AMIIAS is now certified.
5. The AAPP mails the original AMIIAS form to the Group Records Coordinator at WSO.
6. The AAPP receives the completed AMIIAS form with WSO ID from WSO. This form replaces the temporary copy in the AAPP district files.
7. The AAPP records the AMIIAS ID numbers in a roster that includes district number, name, address, phone number, and email address.
8. The AAPP notifies the DR, new AMIIAS, and District Alateen Coordinator by e-mail or surface mail of the WSO ID number.

Annual AMIIAS Recertification

1. In February, the AAPP updates the recertification letter with the contact names and dates agreed upon with the Alateen Coordinator.
2. The AAPP e-mails a copy of the recertification letter and the recertification form to the Area Website Coordinator for inclusion on the Area website.
3. The AAPP e-mails the recertification letter to the current AMIIAS list (via BCC to protect anonymity), district Alateen coordinators, and DRs informing them that the form can be downloaded from the Area website. The AAPP sends the letter and the form by surface mail to any AMIIAS that don't have email.
4. The AAPP sends a reminder approximately two weeks later.
5. The recertifying AMIIAS submits the form to the District Representative of his or her district.
6. The District Representative follows the district process for verification and mails the form to the AAPP.
7. The AAPP compares the recertification forms with the spreadsheet from WSO. For each person who does not recertify, the AAPP completes an "*Al-Anon Member Involved in Alateen Service Status Change Form*" and mails it to WSO.
8. The AAPP updates the AMIIAS roster with recertified AMIIAS only.
9. The AAPP notifies the Alateen Coordinator of the changes and provides a current list to each DR.

Process for Alateen Group Sponsor Certification:

1. An interested Al-Anon member who has been certified an AMIIAS fills out the Alateen Sponsor form, has it notarized, and gives it to the District Representative of his or her district. If the applicant is going to sponsor an existing group, he or she must fill in the information about election by the Alateens in the group.
2. The District Representative signs and mails the form to the AAPP.
3. The AAPP searches the following sex offender databases to ensure the sponsor applicant is not listed.
<http://www.fbi.gov/hq/cid/cac/registry.htm>
<http://ncfindoffender.com/>
4. The AAPP signs and dates the form and places it in a file arranged by district. The sponsor is now certified.
5. The AAPP records the information in a roster that includes district number, associated Alateen group, name, address, phone number, and e-mail address.
6. The AAPP notifies the DR, the new Alateen group sponsor, and the District Alateen Coordinator by e-mail or surface mail of approval or denial.