



# NORTH CAROLINA / BERMUDA AFG, INC. AREA WORLD SERVICE COMMITTEE

## Area Alateen Coordinator

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

### Area Alateen Coordinator Duties

- The Area Alateen Coordinator must be certified as an Al-Anon Member Involved in Alateen Service.
- The Area Alateen Coordinator educates himself / herself with all information regarding Alateen available in the current *Al-Anon / Alateen Service Manual*, the Area website and the WSO website, including AFG Connects.
- The Area Alateen Coordinator is the link of communication between the World Service Office (WSO), the Area, District Alateen Coordinators, Alateen group sponsors, and the Al-Anon Members Involved in Alateen Service (AMIAS). It is helpful to maintain e-mail distribution lists of District Alateen Coordinators, Alateen group sponsors, and AMIAS.
- The Area Alateen Coordinator ensures that all AMIAS adhere to the North Carolina / Bermuda Alateen Safety and Behavioral Requirements.
- The Area Alateen Coordinator is available upon request to help Districts and any other event with Alateen participation, and to develop and maintain Alateen and AMIAS safety and behavioral policies and procedures.
- The Area Alateen Coordinator provides AMIAS training workshops. This requires:
  1. Maintaining and updating both the North Carolina and Bermuda PowerPoint training modules.
  2. Working with the Area Chair to locate moderators.
  3. Training moderators on the use of the Microsoft Go-To-Meeting site.
  4. Scheduling Live Meeting dates and times and ensuring participants have “seat” in the meeting and also receive confirmation and instructions.
  5. Forwarding a list of members who have completed the AMIAS training to the Area Alateen Process Person (AAPP).
- 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 AMIAS 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 AMIAS. See “Convention Guidelines” for details of other convention tasks.

### Area World Service Committee (AWSC)

- The Area Alateen Coordinator has voice and vote on the AWSC.
- 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 Area Secretary at least one (1) week prior to the meeting.
- The Area Alateen Coordinator prepares (in July 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 email account for AWSC Communications.
- The Area Alateen Coordinator regularly checks the area generic email account or arranges to have these emails forwarded to a personal account.
- The Area Alateen Coordinator reviews and updates, as necessary, Area documents. Revised documents are sent to the Area Chair for approval by the Area World Service Committee or Assembly as necessary, and to be posted on the Area website, when applicable.

### **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 Area Secretary by one (1) week after the Assembly.
- 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, AMIAS and Group Sponsor application forms, copies of Alateen Talk, etc.

### **World Service Office (WSO)**

- The Area Alateen Coordinator reviews information posted on the AFG Connects site for Alateen Coordinators.
- The Area Alateen Coordinator participates in the Alateen Coordinator conference calls.
- The Area Alateen Coordinator communicates directly with WSO by sending emails to [wso@al-anon.org](mailto:wso@al-anon.org) and placing ALATEEN in the subject line. The message is forwarded to the correct individual.