

## AREA Alateen Coordinator/Process Person

### GENERAL DESCRIPTION:

The Hawaii Area Alateen Coordinator also serves as the Area Alateen Process Person. The Area Alateen Coordinator/Process person is selected by the five elected officers (Delegate, Alternate Delegate, Chairperson, Treasurer, and Secretary) after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

The Hawaii Area Alateen Coordinator/Process Person:

- Must be a certified Al-Anon Member Involved In Alateen Service (AMIAS);
- Will encourage the formation and support of Alateen groups;
- Will educate members about Alateen safety requirements and encourage members to volunteers to be Al-Anon Member Involved in Alateen Service (AMIAS);
- Serves as process person for Hawaii Area (the main communication person between the Area and WSO for certifying AMIAS and registered groups).

### SKILLS NEEDED FOR POSITION (or ability and willingness to learn):

- Possession of, knowledge of and capability to use the Al-Anon Service Manual;
- Computer capable to:
  - ◇ Prepare documents in word, excel and/or PowerPoint or other office suite software (PowerPoint presentations used for training AMIAS);
  - ◇ Communicate with AMIAS, Area and Districts;
  - ◇ Create pdf documents for distribution to members and posting to yahoo e-group;
  - ◇ Make PowerPoint presentations;
  - ◇ Communicate with WSO;
  - ◇ Participate in WSO conference calls for Alateen Coordinators/Process Persons;
  - ◇ Participate in WSO Alateen Coordinator/Process Persons e-communities;
  - ◇ Manage and maintain AMIAS and Alateen Group records.
- Ability to research and use internet capability
- Video teleconferencing (i.e. Skype);
- Conference calling;
- Online meetings (Join.com, GotoMeeting, Webex, etc.);
- Chat.
- Participate in WSO conference calls for Alateen Coordinators/Process Persons;

### ***Travel/Time Commitment***

- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in the first year of the panel;
- Attend all Area Assemblies, which are held twice per year for two days each. The Spring Assembly is traditionally held on O`ahu, and the Fall Assembly is traditionally held on a Neighbor Island;
- Participate in periodic Area Committee telephone conference calls to handle the affairs of the Area between Assemblies;
- Possibly travel to the neighbor islands, when invited, if the budget allows.

### **REFERENCES:**

- Al-Anon Area Alateen Coordinator Guidelines (G-24);
- Other Al-Anon Guidelines with relevant information (G-5, G-16, G-19, G-34,);
- Alateen e-manual for members (coming soon on members website);
- Al-Anon Service Manual 2014-2017, Pages 65, 72, 87-90,131-132 (all of the above are available at [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members));
- Alateen e-communities (when selected, WSO will send password and key code);
- Hawaii policies and Procedures (available at [www.afghawaii.org/policies.html](http://www.afghawaii.org/policies.html));
  - ◊ Section 1 A Coordinators;
  - ◊ Section IV( Area Coordinators selection Procedure);
- Annual HAWSC Budget;
- Alateen Coordinator notebook.

### **SPECIFIC GUIDELINES (pertinent to the job, not already listed above):**

- Area Alateen Process Person (AAPP) Job Description;
- Area's designated contact with the WSO regarding Alateen Forms;
- Re-certify all Area Certified AMIAS each year;
- Verify certification of members serving Alateen for Alateen Conventions and other events with Alateen participation;
- Keep certification information confidential; safeguard personal information;
- Dispose of certification information properly (shred or burn).

### **Helpful Hints (things learned along the way that might be helpful):**

- Don't be afraid to ask for help;
- Alateen safety is the responsibility of the entire Area, not just the Coordinator;
- Encourage an annual review of the Area Alateen Requirements and processes;
- Find a service sponsor familiar with Alateen procedures.