

So.IL Area 16 ALATEEN COORDINATOR/ Alateen Convention Coordinator/ Area Alateen Process Person:

Personal skills and abilities that may be helpful: 1-Good organizational skills. 2-Prior service or experience at the level of groups, district, and area. 3-Ability to work well and calmly with people in diverse settings/situations.4-Comfort using email, downloading and posting information on the web. 4-Sufficient writing skill for emails, reports, record-keeping, expense reports. 5-Willingness to learn, be flexible, ask for help. Enjoy personal growth in a meaningful service role!

THE Most important task of anyone in *any* Alateen service position: Ascertain, to the absolute best of your ability, that the Alateen Safety & Behavior Requirements are understood & followed to the highest possible standard by all Alateen service position holders *and* by our Alateen members. The required parental permission forms are important! *Note:* These must be filed with registration for an Alateen member to participate in a convention and require a Notary stamp.

To fulfill the position as Alateen Coordinator One Day at a Time: 1-Receive Alateen relevant information from AFG Inc. through the World Service Office (WSO) via email, USPS, conference calls, and an occasional phone call. (a) Respond by phone/email to a Request for Information from a Professional (b) Read &/ print a report from the Group Records database (c) Log in to the e-communities (d)Participate in conference calls. e) Use the WSO staff as a vital resource and keep them apprised of area activities and events (d) Be certified as an AMIAS yourself.

2-Share information between WSO, SIAFG, AFGs, District Alateen Coordinator/D.R., Alateen Sponsors, AMIAS as appropriate. Use the Area Officers & Coordinators Update page on www.siafg.org, email, phone, personal contact, sharing at Area & district meetings. Prepare a report of coordinator activities for SIAFG, SIWSC meetings, and for News-O-Gram. Make proposals for improving Alateen related services or updates to forms or procedures. Work cooperatively with *all* SIAFG & SIWSC members and other trusted servants. Keep records of coordinator expenses that are Area approved. Submit Area forms, receipts, and records to the Area Treasurer for reimbursement.

3-Stay in touch with Area Alateen Sponsors & AMIAS via email, personal notes, or telephone! Take on the assistance of other trusted servants in new capacities. Encourage attendance at Area Assembly. Present & make available WSO support materials for Alateen Sponsors, AMIAS, and interested parties in the field. Employ training modules and other WSO supplied media, as training or workshops. Some printing of materials. Skill with *Microsoft PowerPoint* @ a plus.

4-Encourage Al-Anon members to become certified as AMIAS/Group Sponsors. Educate members about various ways to be of service in Alateen. Provide informational materials: Area Expectations & Requirements, application forms, CAL, and Area certification process. Respond to requests for information about Alateen in So.IL Area districts and communities. Help get an Alateen meeting started. Include Alateen members in activities whenever possible.

In the role of Alateen Convention Coordinator: 1-Attend committee planning meetings. 2-Work cooperatively with all planning committee members.3-Garner and assist volunteers in Alateen program planning and implementation. Obtain Alateen speakers. *Be a presence at the convention.* 4-Collaborate with the Northern IL Alateen Coordinator toward mutual goals that facilitate a successful experience for participants and volunteers at the convention. 5-Disseminate convention information regarding Alateen (email, send a flyer, make a call). 6-Submit a Closing Report for follow up meeting of the planning committee after the convention. Attend the closing meeting.

What does the Area Alateen Process Person (AAPP) actually do? *Answer:* Handles all stages of the certification and re-certification of Area Alateen Sponsors & AMIAS; qualifies as an AMIAS him/herself; follows the process for new Alateen group registrations and any change of information through the Area procedures in cooperation with WSO. *Note:* If AAPP is a separate job from the Alateen Coordinator, AAPP keeps him/her in the loop of information.

Just for Today: #1 is Paperwork! *Using 'technology' is important.* Have a records management plan to keep Alateen Sponsors, AMIAS, and Alateen group data up-to-date. Recertification happens yearly: verify information with WSO Group Records & reports. 2-Keep process going in a timely manner. Transmit confidential documents (email, fax, mail/USPS). 3-Take conferences calls and use the e-communities. 4-Perfom confidential candidate background checks. Include payment. File Area Expense Report for reimbursement of costs as approved by Area. *Must keep confidential information Confidential!* 5-Inform DRs and sponsor candidates of application status.