

Area Forum Coordinator Position Description

Per *Al-Anon Alateen Service Manual 2014-2017*, page 131:

Area Coordinator: *An Al-Anon / Alateen member, not necessarily a Group Representative (GR), {elected according to the Colorado Area Guidelines}. The Coordinator usually serves for a three-year term and votes at the Area World Service Committee meetings, but not at the Assembly unless he is a GR. An Area Coordinator unifies one of the Al-Anon special services for an Area.*

Also see **Resources for Members and Groups, *The Forum*** on page 61 and pages 104-105, ***The Forum***, for more information. On the WSO website, see Guideline G-32, Area Forum Coordinators.

Duties shared by all Coordinators:

- Attend AWSC meetings during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports in paper form and present them in paper form at Assembly to the Area Secretary and present them in a manner set by the Area Chair. May also submit reports via email.
- Communicate the activities of their positions by submitting an article for each edition of the Area newsletter, *The Butterfly*.
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, inform the Finance Committee Chair promptly prior to making expenditures.
- Be available to share experience strength and hope with incoming and future Forum Coordinators.

Duties of the *Forum* Coordinator:

- From Guideline G-32: *Area Forum Coordinators encourage groups and members to submit sharings to The Forum and to subscribe. They carry Al-Anon's message of recovery as printed in The Forum to Group Representatives (GRs), who are the Forum Representatives at the group level.*
- Enthusiasm and writing skills are helpful, as are computer skills for correspondence, flyers and assistance in helping others write articles.
- The main duties are to increase readership of *The Forum* and increase "writership".

Note: At the 2015 Area Election Assembly for Panel 56, the Area Forum Coordinator was elected for the first time by the Assembly. Previously, the Alternate Delegate encouraged use of *The Forum*.

As revised: November 2017 (mkm)