

Alateen Coordinator Position Description

Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20).

Also see Guideline G-24, Alateen Coordinators.

Specifics to the Colorado Area are included below. Also refer to the Colorado Area Guidelines.

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, forward them to Area Secretary, and present them at Assembly in a manner set by the Area Chair.
- 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 Alateen Coordinator.

Duties of the Alateen Coordinator:

- Act as liaison between WSO and Colorado Area Al-Anon Members Involved in Alateen Service (AMIAS)
- Support Area Alateen Process Person (AAPP) and inform and provide training in various parts of the state for Colorado Area AMIAS
- Support Colorado Area Alateen outreach efforts, work with new Alateen groups and the Colorado Area keeping both informed and aware of each other.
- Keep up to date information and educate the Colorado Area about past and present WSO Alateen policies
- Has a working knowledge and understanding of the ***Colorado Area Safety and Behavioral Requirements and Procedures for Alateen Members and Al-Anon Members Involved in Alateen Service***
- Works towards establishing Alateen programs and obtaining Alateen speakers for Area Assemblies and Area Events as well as arranging sponsor coverage at those events
- The Alateen Coordinator is a certified AMIAS, an active Alateen Sponsor and is an active member of Al-Anon.

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