

Area Alateen Process Person (AAPP) 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 AAPP.

Duties of the AAPP:

- At the beginning of the term of service, requests a form from the Area Chair to affirm the identity of the incoming AAPP to be sent to WSO. This is in order to secure the online portal with the WSO for processing AI-Anon Members Involved in Alateen Service (AMIAS) certification, re-certification, and maintaining correct and current Alateen meeting information on the WSO website.
- Processes certification and re-certification of AMIAS forms and maintains correct and current Area Alateen meeting information on the WSO website.
- Receives correspondence relative to Alateen certification and group registration which is shared with the Alateen Coordinator.
- Cooperates and communicates with the Alateen Coordinator in informing and educating Area AI Anon members about Alateen.
- Cooperates and communicates with the Area Records and Website Coordinators to maintain correct and current Alateen meeting information on the Colorado Area website.
- Has working knowledge of the Microsoft Excel program and keeps lists of AMIAS in the Excel format.
- Maintains hard copy files of currently certified AMIAS and recently inactivated AMIAS. Notifies Area AMIAS every January of re-certification requirements. This is to be completed by March 31 of each year as per the ***Colorado Area Safety and Behavioral Requirements and Procedures for Alateen Members and AI-Anon Members Involved in Alateen Service.***
- Protects the personal information necessary for certification.

- Has a working knowledge and understanding of the ***Colorado Area Safety and Behavioral Requirements and Procedures for Alateen Members and AI-Anon Members Involved in Alateen Service.***
- Answers questions concerning Alateen Sponsor certification and AMIAS requirements and refers to the above-mentioned document.
- Has information about AMIAS certification and re-certification at Assemblies and answers questions to help inform AI-Anon members about Alateen.

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