

## Spanish Coordinator Job 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).*

*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 Coordinators.

### **Responsibilities of the Spanish Coordinator:**

- Be the communication link for Spanish speaking Al-Anon meetings between the WSO and District 25 in Colorado.
- Participate in Area World Service Committee meetings, Area Assemblies and Team meetings.
- Coordinate two teams: Translators and Interpreters.
  - Translators for translating Area documents.
  - Interpreters for simultaneous interpretation at Assemblies and/or as needed at other Area events.
- Schedule interpreters needed for all Area Assemblies. As time goes on and participation increases, interpretation can be extended to Area Al-Anon business meetings, conventions, guidelines and other Area events as needed.
- House and maintain Area translation equipment.
  - Transport equipment to Area business meetings, and other events as outlined in this document.
- Receive Area reports at least 30 days prior to Assembly; have them translated and sent to the Website Coordinator prior to Assembly.
- Provide support and information to interpreters and translators.
- Provide reports of activities/information at Area World Service Committee meetings and Area Assemblies.
- Contribute translated documents to the Colorado Archives.

### **Skills/Experience Needed for the Position**

- Basic computer skills, including Google Translation, email, document creation, etc.
- Multicultural experience is greatly desired.
- Prior service experience in Al-Anon is desirable.
- Familiarity with the Al-Anon/Alateen Service Manual and applicable Guidelines.