

# Area Alateen Process Person's (AAPP) JOB DESCRIPTION

Introduction: The elected officers and appointed coordinators (3-year term) of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold any office beyond the group level.

- 1. ELIGIBILITY / QUALIFICATIONS** – Must be a current AMIAS (Al-Anon Member Involved in Alateen Service) in CA (S). Should have a thorough understanding of the 12 Steps, Traditions, and Concepts, current Service Manual, KBDM (Knowledge-Based Decision Making), and Area and World Service structure. Should have extensive knowledge of the SCWS Area Alateen Safety & Behavioral Requirements and must be willing to abide by them. Must keep executive confidentiality.
- 2. OFFICIAL DUTIES / RESPONSIBILITIES** –  
**Meetings:** Attend SCWS Committee meetings in Feb, Aug (3<sup>rd</sup> Sat); SCWS Assembly meetings in May, Nov (3<sup>rd</sup> Sat). Prepare and present written report for each SCWS Committee and Assembly meeting and email to Secretary and Bulletin Editor. Attend 4 SCWS Board Meetings in Jan, Apr, July, and Oct (Sun). Attend SCAC Task Force committee meetings, which occur on an “as needed” basis 4 – 6 times each year. Attend the monthly Area Alateen Resolution Committee web conferences. Attend the Annual SOS or TEAM event and support events of other coordinators.  
**AMIAS's:** Review AMIAS applications (Forms One, Two, and Three) for eligibility and proper signatures, submit applicant information to Trac1 for background check and review results for eligibility, submit SCWS approval to WSO (WSO will assign the applicant an ID#). Document each stage of application process on SCWS AMIAS Roster. Communicate with Applicant and their designated District when application has been processed. Communicate with WSO when AMIAS has any informational changes. Submit quarterly reports to DRs. Manage and maintain SCWS AMIAS Roster.  
**Alateen Meetings:** Verify that all Alateen Meetings are registered with SCWS and communicate Alateen Meeting information with WSO Alateen Group Records. Review Alateen Group Records forms received and verify that all Group Sponsors are current AMIAS. Communicate Alateen GR contact info to SCWS Group Records Coordinator (for GR Roster) and SCWS Webmaster (for Distribution Roster). Submit quarterly reports to Intergroup Offices and DR's. Manage and maintain the SCWS Alateen Group Records Roster.  
**Recertification:** Attend AAPP conference call hosted by WSO (usually held at the end of January). Comply with WSO procedure for annual recertification as communicated via conference call. Follow procedure as stated in SCWS Area Alateen Safety & Behavioral Requirements. Communicate with District, WSO, and AMIAS regarding change of status for any AMIAS. Must meet July 1<sup>st</sup> deadline!
- 3. BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Effective written, oral and electronic communication skills, time management and multi-tasking skills, very detail oriented. Must be proficient in using spreadsheet, word processing and presentation software, accessing and navigating Web sites, downloading web documents, using email with attachments. Able to allot appropriate time to position and all it entails. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
- 4. ADDITIONAL SKILLS NEEDED** – Has a strong sense of responsibility, able to prioritize and work independently or as a team member. Is able to work cohesively with Alateen Sponsor Coordinator. Able to separate opinion from fact and to support and effectively communicate Area and WSC decisions and their implementation objectively, even if not in personal agreement with the group conscience.
- 5. EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer, printer, Internet connection, email with attachments, and spreadsheet software (software can be provided by SCWS). Participates in conference calls and online meetings.
- 6. REALISTIC TIME COMMITMENT OF THIS POSITION** – Varies depending on the month. Average is 10 hours per week. Recertification period is February through June, which may average 15 – 20 hours per week in order to meet July 1<sup>st</sup> deadline. Additional time should be allotted to attend meetings: Committee Meetings and Assemblies are 6-7 hours each, Board Meetings and SCAC Task Force Meetings are 4 hours each, web conferences are 90 minutes each.
- 7. PREPARATION** – Know the Area Alateen Safety Behavioral Requirements, Alateen Guidelines (G-34), Alateen Policy in current Al-Anon/Alateen Service Manual, and Alateen Coordinator Guidelines (G-24). Be familiar with Alateen e-manual (available on the WSO website). Contact WSO via email and/or telephone to introduce yourself to the WSO. Communicate with prior SCWS AAPP Coordinator.
- 8. TRAVEL** – To and from Committee Meetings, Assemblies, and Board Meetings (currently held in Glendale) and SCAC Task Force meetings (currently held in Cypress). May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.
- 9. PAGE REFERENCES** – p. 87-90 of 2014-2017 *Service Manual*, Alateen Coordinator Guidelines G-24, SCWS Bylaws.