

Alateen Sponsor Coordinator's 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 current SCAC Bylaws, and must be willing to abide by them. Must keep executive confidentialities.
- 2. OFFICIAL DUTIES / RESPONSIBILITIES** –
Meetings: Attend SCWS Committee meetings in Feb, Aug (3rd Sat); SCWS Assembly meetings in May, Nov (3rd 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. Chair the monthly Area Alateen Resolution Committee and host the web conferences. Attend bimonthly SCAC Board of Directors meeting and host the web conferences. Attend Annual SOS or TEAM event and support events of other coordinators.
AMIAS's: Create the presentation and required materials for AMIAS Certificate Trainings and Recertification Workshops. Train and manage Presenters who will conduct AMIAS Recertification Workshops and/or Certificate Trainings in English and Spanish. Manage documents obtained from attendees of workshops, attendance roster, and AMIAS Distribution Roster.
Compliance: Ensure SCWS Alateen meetings and events are in compliance with CA(S) and WSO. Review Alateen Event Plans to approve or create action item list. Communicate with Event Sponsors, Alateen Chairpersons, and Group Sponsors. Review Area Alateen Safety & Behavioral Requirements on an annual basis, per G-24.
WSO Contact: Respond to emails from WSO regarding individuals who have requested information about Alateen and contact the individual *or forward the request to the district that the individual is requesting information about.*
SCAC Finances: Manage SCAC (Southern California Alateen Conference) donations, scholarship requests, and registration fees paid and create detailed report. Work with SCWS Treasurer to ensure the SCAC balance sheet matches the report.
- 3. BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Must be able to use word processing, spreadsheet, presentation and pdf conversion software. Must be able to conduct webinars (currently SCWS uses anymeeting.com). Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
- 4. ADDITIONAL SKILLS NEEDED** – Be able to respond to Alateen meeting questions by using information found in the literature (without giving a personal opinion). Be able to work cohesively with the Alateen Coordinator and Area Alateen Process Person. Has a strong sense of responsibility, able to prioritize and work independently or as a team member. 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** – Must have sufficient Internet service to conduct webinars, a laptop that can be connected to a projector, word processing, spreadsheet, presentation and pdf conversion software. (Software can be provided by SCWS.)
- 6. REALISTIC TIME COMMITMENT OF THIS POSITION** – Varies depending on the month. Average time would be 10 - 15 hours per week. May and June average 20 hours per week.
- 7. PREPARATION** – Know the Area Alateen Safety & Behavioral Requirements, Alateen Guidelines (G-34), Alateen Policy in the current Al-Anon/Alateen Service Manual, Alateen Coordinator Guidelines (G-24), and current SCAC Bylaws. Be familiar with the Alateen e-manual (available on the WSO website). Contact WSO via email and/or telephone to introduce yourself to WSO. Communicate with prior SCWS Alateen Sponsor Coordinator.
- 8. TRAVEL** – Depending on the month, average travel time would be 1 – 2 weeknights per month and 1 day every weekend. Travel distance varies from local to 300+ miles round trip. March, April, and May are heavy travel months. December is generally minimal to no travel. 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.