

Cooperating with Professional Community (CPC) 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** – Active member of Al-Anon in CA(S) with working knowledge of the 12 Steps, Traditions and Concepts, current Service Manual and KBDM (Knowledge-Based Decision Making). Have an interest in carrying the message of Al-Anon to the professional community. Have an understanding of the Area and World Service structure. Must keep executive confidentialities.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Is the link between WSO, SCWS Area, District and Intergroup Coordinators, exchanging ideas and information, working to carry the Al-Anon message to the professional community. Distributes information received from the WSO to the Districts. Receives emails from the WSO with inquiries from the professional public requesting Al-Anon information, responds personally or delegates responsibility to a DR who is closer geographically. Keep DRs informed of deadlines to purchase Al-Anon Faces Alcoholism and of ways to encourage groups and members to reach out to professionals in their community. Cooperates with the other two Outreach coordinators to fulfill requests from public entities: various requests may overlap between coordinator positions. Prepare and present written report for each quarterly SCWS meeting and email to Secretary and Bulletin Editor. Has voice and vote at Board and Committee Meetings.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – A professional, enthusiastic and friendly attitude. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Creative thinking in implementing public outreach ideas that would encourage Al-Anon members to participate. Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to a computer, email with attachments, word processing program. Knowledge of spreadsheet program is helpful.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Time commitment is flexible, depending on whether local DRs can respond to requests from the professional community. It is helpful to be able to call during the workday. Might occasionally accompany a panel to an interested professional facility on a weekday. Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3rd Sat) and May, Nov Assembly (3rd Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS or TEAM event and support events of other coordinators.
7. **PREPARATION** – Read “The Best of Public Outreach” on the WSO website. Read the WSO Guidelines (G-10, G-29, G-9, G-10, G-22, G-38). Have a good understanding of attraction vs. promotion. Read the Area Highlights on the WSO members website for ideas for public outreach with professionals. Talk with past SCWS CPC Coordinator. Notebook with detailed procedures will be provided at Turnover Meeting.
8. **TRAVEL** – May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.
9. **PAGE REFERENCES** – For other activities and details, see p. 49-51, 91-92, 110-111 of 2014-2017 *Service Manual*, and Articles IX, Section 2 of SCWS Bylaws. Read public outreach information on WSO members website: www.al-anon.alateen.org/members.