

ALATEEN COORDINATOR

PURPOSE:

- **Coordinate Alateen meetings and training for Al-Anon Members Involved in Alateen Service (AMIAS). Communicate and coordinate with the District Alateen Process Person (DAPP).**

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

- Must be a current Alateen Group Sponsor.

DUTIES & RESPONSIBILITIES:

- Organize and chair periodic AMIAS meetings and annual AMIAS training.
- Maintain contact with Area Alateen Coordinator to exchange information about Alateen activities and encourage Alateen participation at District and Area levels.
- Coordinate Alateen public information projects, school presentations and health fairs.
- Coordinate start up of new Alateen meetings; provide proper forms to register the new Alateen group meeting and new Alateen group sponsors (minimum of 2 per meeting) with the AAPP, WSO and the NCWSA.
- Encourage Alateens and AMIAS to submit personal shares for D15 newsletter, the Alateen Talk newsletter and for new and revised Alateen Conference Approved Literature.
- Attend annual R and R Conference and report back to D15 on this event.
- Promote and encourage awareness on the part of both Alateen and Al-Anon that Alateen is a part of Al-Anon and not a separate fellowship or a part of Alcoholics Anonymous .
- Promote Alateen membership and scholarship fundraising events to support Alateen attendance at GTW, NoCAC and other Alateen and Al-anon events.
- Create annual budget.
- Inform district when new AMIAS are needed and provide criteria for new candidates.
- Attend additional NCWSA AMIAS training's and District 15 meetings when possible.
- Attend NCWSA assemblies to stay connected and current with the area.

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED: Varies

EXPENSES: Partial registration fee and mileage for AMIAS drivers transporting Alateens to GTW and NOCAC. Photo copying, postage, and costs for annual AMIAS training (required for AMIAS annual re-certification) and other expenses as needed within annual budget.

EQUIPMENT NEEDED: Access to a computer and the Internet.

FORMS USED: Event registration, Travel and Treatment authorization forms, WSO group record forms, and other forms as needed.

OTHER INFORMATION

12.29.2017