



APPENDIX A
GUIDELINES TO
DISTRICT 15
COORDINATOR POSITIONS

Revised 02/15/2015



DISTRICT REPRESENTATIVE

PURPOSE:

The District Representative represents his/her District in the Northern California World Service Area, helping groups to understand world Al-Anon, making the members feel they are a part of a great whole in which they have fellowship with, and even a responsibility toward groups in other places and in other lands.

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

- A candidate must be an active Al-Anon member, subject to dual member policy
- An outgoing or past GR who has attended at least ___ of the District meetings over the past year
- Three-year term

DUTIES & RESPONSIBILITIES:

- Call and chair District Meetings.
- Help the Area Delegate in every way possible in disseminating conference information and reports.
- Keep in touch with the GRs of the District to learn the views of the groups and their problems, reporting those to the Area World Service Committee or the Delegate as appropriate.
- Visit all the groups in the District, particularly new groups, to make sure they are getting necessary information and help.
- Help the groups understand and apply the 12 Traditions which guide us in our fellowship activities.
- Prepare and update a mailing list of the GRs in the District for the Group Records Coordinator (usually the Office Manager).
- Check the groups' permanent mailing addresses listed in the print-out provided by the Group Records Coordinator with each GR in the District to determine if it is correct.
- Urge every group to complete and promptly return the group data sheets sent out annually by the World Service Office (WSO) to assure accuracy in the meeting information on file in the World Service Office.
- Make sure that mail from the WSO is reaching the groups and being shared with the members.
- Attend Area World Service Committee meetings and report to the Area World Service Committee on activities within his/her district.
- Notify Area World Service Committee and WSO of groups that have disbanded.
- Every ten (10) years or in the event of a change of office location, prepare and file the statement of officers, any amendments to the corporation, organization documents and other forms required by the State and Attorney General. The DR serves as the corporation's agent for service of process.
- Assume the responsibilities of the Alateen Safety Coordinator if there is no Coordinator. At the DR's discretion, this responsibility may be delegated to the Alateen Coordinator.

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

EXPENSES:

EQUIPMENT NEEDED:

FORMS USED:

▪

OTHER INFORMATION:



ALTERNATE DISTRICT REPRESENTATIVE

PURPOSE:

The Alternate District Representative works along with the District Representative (DR).

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

- A candidate must be an active Al-Anon member, subject to dual member policy.
- An incoming, outgoing or past GR who is elected by other GR's
- Three year term

DUTIES & RESPONSIBILITIES:

- Become thoroughly acquainted with all the DR's duties.
- Fulfill the DR duties, if the DR is unable to finish his/her three-year term. (If the Alternate must complete the term, a temporary Alternate DR is at once selected from among the GRs in attendance. A new Alternate DR will be elected as soon as possible.)
- Assume the duties of DR when necessary in the DR's absence.
- Assist the DR whenever necessary.
- Serve as Chairperson for the Budget Committee and other committees when necessary.
- Familiarize himself/herself thoroughly with the Digest of Al-Anon and Alateen Policies.
- Attend District meetings along with the DR, and prepare/review reports.
- Attend Assembly as necessary (annual one day and three day).
- Participate as necessary with DR functions (conference calls and 3-4 NCWSC meetings).

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

4 hours a month for reviewing and/or preparing reports. May attend an annual One Day Assembly or Three Day Assembly per year, monthly district meetings, and budget committee meetings. Works alongside the DR as needed.

EXPENSES:

As needed for assembly

EQUIPMENT NEEDED:

- Computer access

FORMS USED:

- GR/Committee email list

OTHER INFORMATION:



DISTRICT TREASURER

PURPOSE:

The Treasurer coordinates and reviews all D15 collections and funds.

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

- Membership in Al-Anon of at least one year
- Basic bookkeeping
- Checkbook management
- Computer skills; currently using QuickBooks and Excel

DUTIES & RESPONSIBILITIES:

- Receive and account for all contributions to D15, including donations from individuals and groups, and from proceeds of the Monthly Fellowship Event and other D15 events
- Deposit all cash and checks in district account in a timely manner
- Issue receipts for any contributions made to D15 via email when an address is available
- Review, account for, and pay all bills for expenditures approved by D15 in a timely manner.
- Maintain a filing system to keep track of all income and expenditures and related receipts in an organized manner.
- Reconcile district checkbook monthly, prior to preparation of monthly financial report.
- Make monthly written financial reports to D15.
- Make an annual financial report to D15 as of year-end December 31 at January D15 meeting.
- Submit IRS and state filing by May 15 of the following year.
- Serve on Budget Committee.

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

Estimated 6 to 8 hours per month

EXPENSES:

Stamps, office supplies, and annual renewal of QuickBooks license are reimbursed by D15

EQUIPMENT NEEDED:

None if work is performed at D15 office; computer with Internet and a printer if work is performed at home.

FORMS USED:

-

OTHER INFORMATION:



DISTRICT SECRETARY

PURPOSE:

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

- Membership in Al-Anon of at least one year
- Computer literacy

DUTIES & RESPONSIBILITIES:

- Take minutes at D15 meetings.
- Bring copies of the minutes to the following D15 meeting for correction/amendments/approval.
- Ensure that the approved minutes and attendance records are filed at the D15 office.
- Keep an updated list of D15 officers and coordinator names, phone numbers and email addresses.

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

- Attend the monthly District 15 meeting on the 3rd Saturday of each month
- 3-year term

EXPENSES:

- Printing copies of District 15 minutes

EQUIPMENT NEEDED:

-

FORMS USED:

-

OTHER INFORMATION:



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 training for AMIAS.
- Maintain contact with Area Alateen Coordinator to exchange information about Alateen activities and encourage Alateen participation at District and Area levels.
- Coordinate with D15 Public Information Coordinator on Alateen public information projects.
- 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 to submit personal shares for our newsletter and for new and revised Alateen CAL.
- 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
- Works with G.R's, reaches out to attract new AMIAS as needed.
- Attends NCWSA training meetings and District 15 meetings.

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).

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:



ALATEEN SAFETY COORDINATOR

PURPOSE:

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

- Must be a certified Al-Anon Member In Alateen Service.

DUTIES & RESPONSIBILITIES:

- Duties as outlined by the Northern California World Service Area (NCWSA).

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

EXPENSES:

EQUIPMENT NEEDED:

-

FORMS USED:

-

OTHER INFORMATION:



ARCHIVE COORDINATOR

PURPOSE:

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

-

DUTIES & RESPONSIBILITIES:

- Assemble, keep and maintain memorabilia and other historical items about D15 activities.
- Assist D15 Officers in preserving the corporate records.

-

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

EXPENSES:

EQUIPMENT NEEDED:

-

FORMS USED:

-

OTHER INFORMATION:



INSTITUTIONS COORDINATOR

PURPOSE:

The primary purpose of the Institutions Coordinator is to unify Institutions service in order to:

1. stimulate interest and activity by guiding members who wish to carry the message in Institutions.
2. gain the best results by encouraging communication of ideas between committee members.
3. avoid duplication of effort; two people contacting the same institution is bound to bring confusion.

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

▪

DUTIES & RESPONSIBILITIES:

- Locate and contact all AI-Anon Institutions Area Committee members to send them ideas and information.
- Visit new committees to thoroughly review the institutions material available from World Service Office.
- Keep an up-to-date record of institutions groups and their activities.
- Encourage Institution Group chairpersons from the District to keep him/her informed by minutes of meetings or reports.
- Cooperate with the District institutions projects such as bringing "Institutions Workshop On Wheels" to local institutions.
- Explain the need for institutions groups to be registered with the World Service Office and Northern California World Service Area.
- Cooperate with District Representative in making a report to the District and by holding institutions workshops.
- Prepare an annual report of activities and projects for the Northern California Institutions Coordinator with submission to the District.

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

EXPENSES:

EQUIPMENT NEEDED:

▪

FORMS USED:

▪

OTHER INFORMATION:



INSURANCE COORDINATOR

PURPOSE:

To review, analyze and make recommendations for the purchase of D15 insurance.

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

-

DUTIES & RESPONSIBILITIES:

- Provide insurance confirmation upon request of D15 Groups or Event Chairperson.
- Upon request, provide information regarding insurance coverage.
-

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:**EXPENSES:****EQUIPMENT NEEDED:**

-

FORMS USED:

-

OTHER INFORMATION:



LITERATURE DISTRIBUTION CENTER (LDC) COORDINATOR

PURPOSE:

This Coordinator will work with the District Representative (DR) and Group Representatives (GRs) to stimulate interest in all Conference Approved Literature (CAL), especially the AI-Anon/Alateen Service Manual.

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

- General office skills, good computer knowledge (including QuickBooks), organizational skills, keeping an accurate inventory.

DUTIES & RESPONSIBILITIES:

- Encourage all members in the District to know about CAL and be familiar with currently available material.
- Maintain current catalogs of CAL, keep Literature Distribution Center supply up-to-date, maintain records of literature orders and funds. Become familiar with World Service Office (WSO) literature discount policies (shown on LDC price list).
- Stock the different pieces of literature in a manner that facilitates taking monthly inventory.
- Keep track of all taxes charged and file quarterly taxes and payment with the State Board of Equalization.
- Keep track of all literature given to the different committees (i.e. P.I./CPC, Institutions, Alateen, etc.).
- Maintain checking account for purchase of CAL from the WSO and various LDC expenses. (The elected officers and the LDC Coordinator are authorized to sign checks. Two signatures are required on every check.)
- Provide monthly statement of literature fund income and expense for D15 Treasurer.
- Make annual report of Literature Distribution Activities to District and District Representative.
- Maintain LDC financial records, which includes:
 - Posting literature sales information
 - Preparing and making bank deposits of LDC income
 - Paying for literature purchases and other related LDC expenses
 - Reconciling the monthly bank statement

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

Total between Coordinator and Alternate ~20 hrs. monthly)

EXPENSES:

Makes necessary LDC purchases (receipt books, pays yearly QuickBooks fee, occasional return shipment).

EQUIPMENT NEEDED:

We are now using QuickBooks basic online accounting system.

FORMS USED:

- Most ordering of literature is done through AI-Anonstore.org.
- Spanish Literature is ordered by fax.

OTHER INFORMATION:

UPS emails us when they have a shipment date.



MONTHLY FELLOWSHIP EVENT (MFE) COORDINATOR

PURPOSE:

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

DUTIES & RESPONSIBILITIES:

- Make arrangements with facility for ongoing monthly events.
- Help provide the appropriate instructions to the sponsoring groups registration person, kitchen help, and set-up & cleanup persons.
- Check the facility after each event to make sure it is left clean and securely locked after MFE.
- Arrange for a group within D15 to sponsor each monthly event at least one month in advance.
- Provide the group chairperson with the Sign-up Sheet and Guidelines for the event prior to their sponsored month.
- Provide the key to the sponsoring groups chairperson so they can open the hall the evening of the event.
- Provide the sponsoring group a template to create a MFE flyer and assist the chairperson in distributing the flyers. (Flyers could also be posted to the D15 website and NCWSA website pending appropriate approval).
- Inform sponsoring groups to arrange the speakers; Al-Anon, Alateen, and Alcoholics Anonymous.
- Give sponsoring group the list of needed supplies to be purchase for the event. (expenses are reimbursed)
- Transport MFE supplies to and from the storage locker the day of event.
- Submit a financial report of all collections and expenses as well as all raffle dollar amounts to District 15 Treasurer and the District 15 office. The raffle dollar amounts are needed for submission to the State Franchise Tax Board on a monthly basis.
- Make certain the appropriate office person has the raffle financial report to assist them with the submission to the State Franchise Tax Board.

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

- Four hours per month updating supply inventory list. Attend the MFE once a month 5-9

EXPENSES:

- The hosting group purchases the needed supplies. They are reimbursed from the evening proceeds.

EQUIPMENT NEEDED:

- A vehicle to pick up the supplies from the public storage locker on Hesperian Blvd. to the MFE. Return the supplies back to the public storage locker on Hesperian Blvd. after the event.

FORMS USED:

- Update the MFE log book at each event for the district

OTHER INFORMATION:

- Procure birthday chips and books for the birthday countdown.



NEWSLETTER EDITOR/COORDINATOR

PURPOSE:

To communicate Al-Anon news on a regular basis within District 15, as well as to neighboring Districts and any other interested parties. Newsletter subscriptions are currently by e-mail only, although printed copies may be provided as requested.

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

- Computer Skills: Microsoft Word, familiarity with internet and e-mail
- Writing and editing

DUTIES & RESPONSIBILITIES:

- Collect newsletter material from D15 meetings, including personal shares, quotes from Al-Anon approved literature, information gleaned from other Districts, Northern California World Service Area reports, as well as World Service Office materials.
- Compile material monthly into a newsletter.
- Distribute the newsletter monthly using District e-mail and listserv (or other secure electronic distribution method). Distribution will go to the following: D15 Officers and Coordinators, D15 Group Representatives (GRs), any additional subscribers, World Service Office and local AA Central Office. Distribution will be at D15 expense.
- Pay provider fees associated with listserv or other distribution method.
- Solicit individual subscriptions through sign-up sheets given to GRs.
- Maintain distribution list.

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

About 5-6 hours per month

EXPENSES:

EQUIPMENT NEEDED:

- Computer with necessary software and internet access.

FORMS USED:

-

OTHER INFORMATION:



OFFICE COORDINATOR

PURPOSE:

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

▪

DUTIES & RESPONSIBILITIES:

- Work closely with office volunteers and LDC volunteers keep books in stock.
- Keep District 15 and 17 schedules on file and up to date.
- Keep needed office supplies in stock: stamps, staples, paper, etc.
- Understand and oversee required tax filings: State, Federal and Charitable Trust.
- Keep updated records of office key log.
- Keep office lease updated and rent paid.
- Maintain office machinery. Keep computer hardware and software up to date.
- Help keep office files in order.
- Forward mail and emails to appropriate coordinators, etc.
- Check log book to respond to office needs
- Coordinate with Answering Service Coordinator to produce a correct copy of D15 meetings prior to printing. Oversee printing of updated meeting schedules.

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

EXPENSES:

EQUIPMENT NEEDED:

▪

FORMS USED:

▪

OTHER INFORMATION:



ANSWERING SERVICE COORDINATOR

PURPOSE:

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

-

DUTIES & RESPONSIBILITIES:

- Provide training and materials for office volunteers.
- Maintain current information of other Al-Anon districts, meeting times and locations.
- For the hours the office is not open, coordinate and maintain schedule of Al-Anon members willing to help distribute and receive incoming calls for emergency help, information about Al-Anon, and inquiries about East Bay Al-Anon meetings.
- Work with answering service vendor used by D15 to maintain list of approved Al-Anon contacts.

AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:

EXPENSES:

EQUIPMENT NEEDED:

-

FORMS USED:

-

OTHER INFORMATION:



PUBLIC INFORMATION COORDINATOR

PURPOSE:

The Public Information/Cooperating with the Professional Community (CPC) Coordinator keeps in touch with the DR, and Al-Anon and Alateen doing Public Information/CPC work. He/she shares experience, strength and hope doing Public Information and Twelve-Step work.

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

▪

DUTIES & RESPONSIBILITIES:

- Encourage Al-Anon members to help keep an up-to-date record of District Public Information/CPC Committees and activities.
- Encourage Al-Anon members to participate in local Public Information/CPC work. Act as a clearinghouse for all Al-Anon members doing Public Information work.
- Act as Public Information/PCP liaison among local groups and the Northern California Public Information/PCP Coordinator.
- Cooperate with the local Al-Anon service members within the District.
- Keep District and local newspaper editors informed of newsworthy events.
- Initiate and develop Public Information/CPC projects.
- Follow through on Public Information/CPC projects initiated by the Northern California Public Information/CPC Committee.
- When asked, work with the Delegate in hosting the Al-Anon booth at national exhibits in cooperation with the Public Information/CPC Service at the World Service Office.
- Prepare an annual report of activities and projects for the Northern California Public Information/CPC Coordinator and District.

AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:

EXPENSES:

EQUIPMENT NEEDED:

▪

FORMS USED:

▪

OTHER INFORMATION:



WEBSITE COORDINATOR

PURPOSE:

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

▪

DUTIES & RESPONSIBILITIES:

▪

AMOUNT OF TIME PER MONTH, YEAR OR TERM REQUIRED:

EXPENSES:

EQUIPMENT NEEDED:

▪

FORMS USED:

▪

OTHER INFORMATION: