

## Combined Officers and Coordinators job description

### ALTERNATE DELEGATE

Elected to work closely with the World Service Delegate, to participate in Area activities to replace the Delegate if he/she cannot fulfill his/her three-year term. He/she must be prepared to assume duties of Delegate, if necessary. He/she should not take on any other Area office. He/she must be willing to participate.

#### RESPONSIBILITIES:

1. Be familiar with guidelines listed in the AI-Anon/Alateen Service Manual, page 134.
2. Attend all AWSC and Assembly meetings.
3. Keep well informed on all issues.
4. Cooperate fully with current Delegate sharing and learning at every level.
5. Be the FORUM contact person for WSO in the NYN Area.
6. Write a monthly article for Northern Hi Lights.
7. Meets with Registrars of the Action Committee after each meeting that is held and review notes to keep from having duplication of reports to be given at AWSC Meeting and Assembly.
8. Participate in GR orientation at Fall Assemblies.

#### SUGGESTIONS:

1. Write letter of welcome to new groups in the Assembly. Send a past issue of the FORUM and subscription form with Welcome Letter.  
Become Area "expert" of Concepts: give workshops on same, perhaps at Fall Assemblies or at District/AIS levels.

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### WORLD SERVICE DELEGATE

The Delegate shares Area experience at three annual Conferences that serve AI-Anon worldwide. He/she brings the views and spirit of worldwide AI-Anon to his/her Area and represents the Area worldwide. He/she must be thoroughly familiar with the service manual.

#### RESPONSIBILITIES.

1. Present a concise World Service conference report at Spring Assemblies and a verbal report at all AWSC & Fall Assemblies. (Provide a written copy to the Area Secretary)
2. Be familiar with the guidelines in the AI-Anon/Alateen Service Manual pages 132-134.
3. Attend all AWSC and Assembly meetings.
4. Attend NERD (North East Regional Delegates) meeting
5. Inform Alternate Delegate of correspondence relating to the standing committee that Delegate has been assigned to at the World Service Conference.
6. Provide appropriate Coordinator copies of minutes/reports of your appointed committee.
7. Respond to speaking requests, panels, district meetings, etc. whenever able.
8. Ask to be placed on mailing list for District and AIS meeting minutes so as to keep abreast of various activities.
9. Write monthly article for *Northern Hi Lights*
10. Fulfill WSO assigned committee requirements to the best of his/her ability.
11. Make extra copies of *Area Highlights* available to those who are interested.
12. Attend NYNAC EVERY year
13. The Delegate will float among all the Action Committees to provide information, participate in discussions, and in general, use his/her knowledge to assist the work of the committee.

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### CHAIRMAN

Knowledge of Traditions and Concepts. Be familiar with *AI-Anon/Alateen Service Manual* and New York North procedures. Should have leadership and organizational ability. Knowledge of parliamentary procedures necessary to preserve order at meetings.

#### RESPONSIBILITIES:

1. Call all meetings of AWSC (with Delegate's input) and Assemblies.
2. This information given to *Northern Hi Lights* editor/Newsletter Coordinator for notification of all Area personnel.
3. Attend all AWSC and Assembly meetings.
4. Know and follow guidelines as set forth in the *AI-Anon/Alateen Service Manual*, pages 127-134. Duties of Assembly members.
5. Preside at all AWSC and Assembly meetings:
  - a. prepare Agenda and provide copies of the agenda and other pertinent hand-outs necessary to run the assembly meeting and action committees including agenda, action committee materials, etc.
  - b. With AWSC, prepare voting items
  - c. Call roll & Maintain Order
  - d. Send notification of all AWSC meetings including preliminary agenda to all DR's, Officers and Coordinators, and AIS representatives (use post cards).
  - e. Prepare the folders that are placed in the back of the meeting room. These folders are for DR's, Officers and Coordinators, and Action Committee Chair people. They include hand-outs, Officer and Coordinators reports, Ad-hoc Committee reports, etc.
  - f. Bring and post Banners at all AWSC and Assembly/Convention Meetings and provide a timer for two minute limitation time at floor microphones.
6. Establish committees and chairpeople of such as needed.
7. Act as second-party signer on all checks issued by New York North Area Treasurer.
8. Write monthly article for *Northern Hi Lights*.
9. Keep an up-to-date notebook with policies and procedures voted upon by Assembly and distribute copies to AWSC members regularly in cooperation with the Secretary.
10. Have regular interaction/communication with Action Committee Chair people .and Will participate as a member of the Action Committee that the Chairperson is assigned to.
11. Organize the reconfiguration of Action Committees every three years at the time the new Officers and Coordinators are selected.

#### SUGGESTIONS:

1. Include a sharing/inventory time at the end of meetings.
2. Maintain regular contact with Districts.
3. Try a "traveling" service panel.
4. Attend NYNAC at least once during term of office
5. Plan Hospitality for AWSC meetings.

Updated 2005

### IMMEDIATE PAST DELEGATE

No stated guidelines available in the *AI-Anon/Alateen Service Manual*

#### RESPONSIBILITIES.

- 1 Attend all AWSC. Assemblies and special meetings called by the Area Chairman
- 2 Attend NERD meeting first year with Area Delegate at Area expense and additional years if active in NYNorth Area Level of Service.

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3. Be willing to communicate knowledge gained as Delegate freely to the Area as needed--then Let Go
4. Be available as 'stand-by' if Area Chairman feels the need.
5. Do new GR MEETING during Spring and Fall Assemblies
6. Participate as a member of the Action Committee Past Delegate is assigned to.
7. Help with the New GR Meeting to be held at Spring and Fall Assemblies.

### SUGGESTIONS.

1. Recommend that the out-going Delegate not stand for any office since recovery time may be needed.
2. Could share a "Did You Know? Column in Northern Hi-Lights, using information from Ask-It-Basket questions in our service manual, etc.
3. Chair Area Coordinator orientation meetings

### COMMENTS.

Should be considered an officer of the Assembly and AWSC.

Clarification of participation at AWSC and Assembly at AWSC the IPD has both voice and vote: at assembly the IPD has voice and no vote.

Updated 2005

## SECRETARY

Skills in taking minutes and in typing are helpful. Follow guidelines for secretary as set forth in the *AI-Anon/Alateen Service Manual*, page 131

### RESPONSIBILITIES.

1. Attend all AWSC and Assembly meetings
2. Take minutes of these meetings.
3. Type and give copies of minutes to all DR's, AIS Liaisons, Officers and Coordinators at the AWSC and Assembly Meetings (also include a copy for Action Committee Chairs and Recorder, approx. 51 copies.)
4. The Secretary would receive all Action Committee Report within two weeks of the meeting and then make them available in the next Northern Highlights.
5. Secretary will report highlight of the Assembly Meeting in the next Northern Highlight after the meeting and would supply a full set of minutes to each District Representative, Officer, Coordinator and Action Committee Chair at the Next AWSC Meeting or Assembly
6. Maintain a notebook containing all minutes of AWSC and Assembly meetings to pass to succeeding secretaries.
7. Rea minutes at all meetings: keep corrected copies of these minutes.
8. Keep an up-to-date notebook with policies procedures voted upon by Assembly and distribute copies to AWSC members regularly. This should be updated on a regular basis and copies should be distributed to all DR's Officers and Coordinators at least every three years.
9. Present a workshop one during you tenure that explains your job duties
10. Attend NYNAC at least once during your Tenure.
11. Participate as a member of the Action Committee Coordinator is assigned to.
12. Keep receipts/ records of expenses for reimbursements from NYNorth Treasurer. If cash advance is needed for Photocopies make arrangements.

### COMMENTS:

It is helpful to have Officers and Coordinators send their reports to you electronically so that you do not have to type all reports over. This can be done through e-mail and word processing. Microsoft Word has been used by previous Secretaries.

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### TREASURER

Basic knowledge of bookkeeping and accounting skills and have experience in some capacity other than Group Treasurer Must be honest, organized and keep good neat records.

#### RESPONSIBILITIES.

1. Be familiar with guidelines as set forth in *Al-Anon/Alateen Service Manual*, page 132.
2. Attend all AWSC and Assembly meetings.
3. Present verbal report at Assembly meetings; written report to Assembly Secretary.
4. Submit New York North budget at each Fall Assembly.
5. Issue checks to coordinators and officers as needed.
6. Receive contributions and subscriptions to *Northern Hi lights* from groups and proceeds from conventions. Record all transactions.
7. Arrange for an annual compilation and IRS Form 990 report by an outside auditor, approved by Assembly Officers.
8. Each month submit list of all group donations and monthly financial statement to be published in area newsletter.
9. In January of each year, publish suggested guidelines for group treasurers in area newsletter. including name, and address of Area Treasurer
10. Implement Convention Fund Guidelines.
11. Will participate as a member of the Action Committee assigned to by Chairperson.

#### SUGGESTIONS.

- 1 To facilitate change of Treasurer's name/address Upon election of same, a copy of the Suggested Group Financial Reminder form, along with the name/address of new treasurer be sent to each GR/contact but marked for attention of group treasurer.
- 2.To facilitate transition of funds to new Treasurer.
  - a. 50% of current funds be turned over to new Treasurer to start new account and carry out procedures
  - b. Id and new agree on cut-off date to close out old account. allowing time for checks to clear. Do this ASAP.
3. Ask each officer and coordinator for expenses and budget data.
4. Arrange with all Area Officers to be authorized to be co-signers on the checking account. Note all Checks require two signatures.
5. Send a annual or semiannual Appeal letter to the groups using Northern Hi-Lights and including a return envelope to the Treasurer at a time not to conflict with WSO Quarterly Appeal letter
6. Use simplified spreadsheet so members can easily see current fiscal position. This is especially important for Convention and Assembly reporting.
7. Treasurer should participate with the Past Delegate or whoever is giving the New GR presentation at the Convention and Assembly
8. Coordinate reservations for Area Trusted Servants for Area Assemblies.

Updated 2005

### ALATEEN COORDINATOR

Be familiar with G-24, Guidelines for Area Alateen Coordinators. Experience as an Alateen Sponsor is helpful.

#### RESPONSIBILITIES:

- 1 Attend Area World Service Committee meetings.
2. Attend Area Assembly meetings.
3. Present verbal report at Assembly meetings; written report to Assembly Secretary
4. Keep receipts/records of expenses for reimbursement from New York North Treasurer
5. Write monthly article for *Northern Hi Lights* area newsletter.
6. Attend the Area Alateen Convention (NYNAC) every year.
7. Answer and follow-through on correspondence.

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8. Cooperate with NYNAC Coordinator and NYNAC Host Committee
9. Keep in touch with Alateen groups/sponsors in New York North.
10. Conduct a service workshop or presentation relative to position once during the 3 year term
12. Participate as a member and give report of Alateen Concerns to the Action Committee that Coordinator is assigned to.
13. Coordinate with new groups in the Registration process making sure that they and the Sponsors are registered with WSO. This job will have to be done on a yearly basis.
14. Coordinate with Al-Anon Members Involved in Alateen Service and help to have all Officers, Coordinator and interested Al-Anon members registered with WSO

### Suggestion:

1. Coordinate A Person interested in Alateen Service at each Convention and Assembly. This is usually done on a Sunday Morning
2. Put on workshops for Alateen sponsors at Area, District and/or AIS level in New York North Area.

Updated 2005

## ARCHIVES COORDINATOR

Be familiar with G-30, Guidelines for Area Archives Coordinator It is helpful to have an interest in history and research.

### RESPONSIBILITIES:

1. Attend Area World Service Committee meetings.
2. Attend Area Assembly meetings.
3. Present verbal report at AWSC and Assembly meetings; written report to Assembly Secretary.
4. Keep receipts/records of expenses for reimbursement from New York North Area Treasurer.
5. Write monthly article *for Northern Hi Lights*.
8. Collect and preserve the heritage of Al-Anon/Alateen past in the New York North Area.
7. Work closely with the World Service Committee.
8. Request permission from member(s) prior to picture-taking at AFG Assembly.
9. The Archivist ONLY will take pictures to be shared at Area functions.
10. Conduct a service workshop or presentation relative to position once during 3-year term.
11. Participate as a member of the Action Committee Coordinator is Assigned to, Give a report to Action Committee

### SUGGESTIONS.

1. More publicity be given to encourage participation at the level of groups, districts, and AIS within the Area.
2. Cooperation with and good communication among all Area Coordinators and Officers to contribute to the Archives.
3. Use of tape recordings at District/Group level to interview long-term members.
4. Prepare a display of "historical" memorabilia for Assemblies
5. Share ideas and projects from *Area Highlights*.

Update 2005

## CONVENTION COORDINATOR

Be familiar with G-20, Guidelines for Al-Anon/Alateen Area Conventions

### Responsibilities:

1. Attend Area World Service Committee (AWSC) meetings, four times a year
2. Attend Area Fall Assembly and Area Spring Convention each year.
3. Attend and participate as a member of the Action Committee Coordinator is assigned to.

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4. Present verbal updated summary report at the Action Committee and a written report to the Secretary of New York North. The simple report is a compilation of where the upcoming conventions and assemblies are taking place.
5. Keep receipts/records of expenses for reimbursement from NYN Area Treasurer. .
6. Write Monthly Articles for the "Northern Hi-Lights" Newsletter.
7. Attend one NYNAC New York North Alateen Convention held at Watson Homestead.
  8. a.. Communicate with host committee convention chairperson (or co-chairperson) at least 4 times in the 12month period preceding their convention to confirm progress.
  - . b. Answer questions, provide information and assist in solving problems for convention committee.
  - c. Create a format on "How to Plan a Convention" which will be passed onto each succeeding host committee.
  - d. Immediately contact Delegate and Area Assembly Chairperson if the convention host committee or host district is not meeting its responsibilities and it appears a convention is not being planned.
  - e. Cooperate with NYNAC Coordinator Chairperson and host group of this Alateen Convention.
9. Inform the convention chairperson(s) when the Officers and Coordinators are conducting their workshops, and of equipment/arrangements needed.
9. Conduct a service workshop or presentation relative to position once during the 3- year term.  
Updated 2005

### GROUP RECORDS COORDINATOR

Basic knowledge of computers to perform the job

#### RESPONSIBILITIES.

1. Attend Area World Service Committee (AWSC) meetings.
2. Attend Area Assembly meetings.
3. Present verbal up-dated summary report at AWSC and Assembly meetings; written report of same to Assembly Secretary.
4. Keep receipts/records of expenses for reimbursement from New York North Area Treasurer.
5. Write monthly article for Northern Hi Lights.
6. Maintain an up-to-date data base of AL-Anon and Alateen groups, Group Representatives, District Representatives, AIS Representatives, Coordinators, Officers and Coordinators of New York North Area Assembly, Alateen Sponsors and Al-Anon Member involved w/ Alateen.
7. Reconcile semi-annual report from WSO Groups Records Office of all groups registered in Area 39 with the current data base
8. Publish a yearly directory of this information for use by District Representatives, Area Officers and Area Coordinators.
9. Provide mailing labels to Northern Hi Lights editor to use for mailings.
10. At direction of the Delegate, respond to WSO requests for Area group information.
11. Keep an up-to-date map of New York North districts.
12. Keep an up-to-date record of all Northern Hi Lights subscriptions.
13. Conduct a service workshop or presentation relative to position once during the 3 year term
14. Participate as a member of the Action Committee assigned to.
15. Attend one NYNAC Convention during 3 year term of service
16. Forward all changes from Area Groups to the WSO Group Records Office

#### SUGGESTIONS.

1. Provide mailing labels for officers, coordinators and/or committees as needed.
2. Prepare and distribute periodic updates between Directory issues.

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### HOMEPAGE COORDINATOR

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Be familiar with pamphlet S-66, Frequently Asked Questions and Guidelines about Creating and Maintaining an Al-Anon/Alateen Website, from Al-Anon Family Group Headquarters, Inc. Monitor the NYN website to ensure that its content falls within those suggested guidelines and adheres to the policies of the New York North Area Al-Anon Family Group.

### RESPONSIBILITIES:

1. Attend Area World Service Committee meetings.
2. Attend Area Assembly meetings.
3. Present verbal report at AWSC and Assembly meetings; written report to Assembly Secretary.
4. Keep receipts/records of expenses for reimbursements for New York North Area Treasurer.
5. Write monthly article for Northern Hi Lights.
6. Establish good communication with all other NYN Officer and Coordinators, DR's, GR's and Al-Anon/Alateen members to facilitate placement of appropriate information on the NYN website while working closely with the webmaster for the site.
7. Conduct a service workshop or presentation relative to the position once during the three year term.
8. Attend and participate in Public Information Action Committee meetings and give a report.

### SUGGESTIONS:

1. Keep useful information, guidelines, procedures, etc., to be passed on to your successor

Update 2005.

### LITERATURE COORDINATOR

Be familiar with G-G. Guidelines for Area Literature Coordinators. Be familiar with pages 75 through 82 of the Al-Anon/Alateen Service Manual

### RESPONSIBILITIES

1. Attend Area World Service Committee meetings.
2. Attend Area Assembly meetings.
- 3 Present verbal up-dated summary report at AWSC and Assembly meetings, written report of same to Assembly Secretary
- 4 Keep receipts/records of expenses for reimbursement from New York North Area Treasurer
5. Write monthly article *for Northern Hi Lights.*
6. Encourage all members in the area to learn about CAL process and be familiar with current available material.
- 7 Conduct a service workshop or presentation relative to position once during three year term
8. Participate as a member of the Action Committee assigned to by Chairman.
9. Keep receipts/records of expenses for reimbursement from NYNorth Treasurer.

### SUGGESTIONS.

- 1 Greater interaction including workshops among the Districts in the New York North Area with *more* opportunities to speak at same about CAL.
2. Cooperation and communication with all Area Coordinators and Officers.
- 3 Prepare and update a display of CAL literature This could be made available to

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Area conventions and assemblies and district functions.

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### NEWSLETTER/EDITOR COORDINATOR

Be familiar with G-26. Guidelines For Area Newsletters Should have basic skills in written communication.

#### RESPONSIBILITIES.

- 1 Attend Area World Service (AWSC ) meetings.
2. Attend Area Assembly meetings.
3. Present verbal up-dated summary report at AWSC and Assembly meetings. written report of same to Assembly Secretary
4. Will participate as a member of the Action Committee that Coordinator is assigned to . Give report to Action Committee
5. Publish and edit monthly newsletter (a monthly issue with January/February combined and July/August combined for a total of 10 newsletters a year.)
6. Edit out all personal information and e-mail a copy of the newsletter to the Webmaster for posting on-line to the New York North Webpage.  
Be familiar with Microsoft Publisher or other Newsletter Publishing format ( Microsoft Publisher used at this time)  
Printing
  - a. Typing and layout
  - b Printing
  - c. BinderyMailing newsletter.
  - a. Affixing mailing labels
  - b. Sort for Post Office
  - c. Pay postage
7. Set up budget. Keep books including receipts/records for reimbursement from New York North Area Treasurer
- 8.Cooperate with Group Records Coordinator to obtain mailing labels
- 9..Request articles from Area Coordinators and Officers and from membership
- 10.Write monthly column Report in newsletter on Assembly business
11. Exchange newsletters with other areas.
12. Conduct a service workshop or presentation relative to position once during the 3 year term

#### SUGGESTIONS

- 1 Include any WSO Summary or exchange newsletters material in Northern Highlights when applicable and space is available.
2. Encourage sharing by GR's regarding District news/activities
- 3 A committee may be formed, if necessary, to assist with the above duties.

Updated 2005

### NYNAC (New York North Alateen Convention) COORDINATOR

Basic knowledge of bookkeeping and accounting skills helpful. Must be honest, organized, and keep good, neat records. Should become familiar with G-20, Guidelines for Al-Anon/Alateen Area Conventions. Be familiar with NYNAC Guidelines. Experience as an Alateen sponsor is recommended.

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### RESPONSIBILITIES:

1. Act as liaison between the New York North Area Assembly, the NYNAC host committee, and the convention facility. Answer questions, provide assistance, keep the Delegate and Chairman well informed of any problems that may arise. Set up committees for assistance.
  2. Maintain the financial records for NYNAC. This includes receiving registration fees, paying major convention expenses, and maintaining accurate records which clearly show attendance numbers, income, and expenses.
  3. Submit complete report to the Area Treasurer by March 1st following each year's convention. Return excess funds to the Treasurer with this report. Cooperate with the Area Treasurer for annual compilation of financial records, by an outside auditor if necessary.
  4. Arrange with the Area Treasurer for co-signing of checks. Checks must be signed by two parties.
  5. Attend Area World Service Committee meetings.
  6. Attend Area Assembly meetings.
  7. Attend NYN Alateen Convention.(NYNAC) each year.
  8. Present verbal up-dated summary report at AWSC and Assembly meetings, written report of same to Assembly Secretary.
- A..
9. Write monthly article for *Northern Hi Lights* area newsletter.
  10. Ensure that the NYNAC scrapbook ideas, suggestions. etc. is updated and passed on to each succeeding host committee.
  11. Conduct a service workshop or presentation relative to position once during the three year term.
  12. Participate as an active member and give report regarding NYNAC to the Action Committee assigned to.

### SUGGESTION:

1. The Coordinator and the host committee sponsor cooperate to facilitate room assignments and other necessary duties.
2. The incoming NYNAC Coordinator attend NYNAC with the outgoing Coordinator during the election year at the Area s expense.

Updated 2005

## PUBLIC INFORMATION COORDINATOR

(Combined Former Institution and PI/CPC Coordinators)

Be familiar with G.26 Guidelines For An Area Institutions Coordinator, Be familiar with G-9, G-14, and G22. Be familiar with G-10, G22, and G29 Guidelines for an Area PI/PCP Coordinator. Own and use the AI-Anon/Alateen Service Manual (P 24/27) Refer to pages 62, 67, 88-93, and 128-129. Be Familiar with the publication Pebble In the Pond.

### DEFINITIONS -

Institutions aids members in the formation of AL-Anon/Alateen groups in facilities such as hospitals, prisons juvenile homes, etc The meeting format followed serves as an introduction to the AL-Anon program and at the same time encourages newcomers to attend meetings close to their homes. (G-29)

*Public information* carries the message directly to the general public VIA the media, participating at health fairs and other public functions. (G-29. CPC carries the AI-Anon message to those professionals who are in contact with the family members. (G-29).

### RESPONSIBILITIES.

1. Attend Area World Service Committee (AWSC) meetings.
2. Attend Area Assembly meetings.
3. Present verbal up-dated summary report at AWSC and Assembly meetings, written report of it to Assembly Secretary

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4. Keep receipts/records of expenses for reimbursement from New York North Area Treasurer
5. Write monthly article for *Northern Hi Lights*
6. Set up plan to initiate and implement Public Information/ Institutions projects, through cooperation with AIS and/or Districts.
7. Follow-up so that PI and CPC material is current and contacts maintained.
8. Refer all correspondence from WSO to proper districts.
9. Keep close communication and cooperation with Area Delegate other Coordinators, Officers, Al-Anon/Alateen members and AIS Centers to consolidate activities.
10. Conduct a service workshop or presentation relative to position once during 3-year term
11. Will participate as a member of the Action Committee (previously Public Outreach) as assigned to.

### SUGGESTIONS.

1. Make his/her presence available to any group conducting a workshop or Day of Al-Anon on Public Information opportunities and possible Projects
2. Set up workshops at AIS and District level throughout the Area.
3. Participates as at Area Assembly level to inform the fellowship of opportunities in Public Information at the group level
4. Promote September as National Recovery Month and Promote October as Al-Anon in Institutions month.
5. Write an article to be submitted to *Area Hi Lights* and the *Forum*
6. Carry the Presence of Al-Anon: Take literature to institutions in visiting rooms where Al-Anon meeting are not allowed.
7. Encourage members to distribute literature in an office building where people go for help or advice.

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