

Alateen Coordinator

Eligibility

- Elected by District 14 for a three-year term or until the end of the current panel.
- The Alateen Coordinator must be an AI-Anon Member Involved in Alateen Service, "AMIAS," (as defined by NCWSA) and must have served as an Alateen Sponsor.

General duties

- The Coordinator or Alternate shall attend District 14 Monthly Meetings and report on current activities.
- Report all expenses to the Treasurer within 90 days with receipts for expenditures. They will also report contributions with a written record of all contributions.
- The Coordinator has the right to form a committee to assist in carrying out the functions of the Coordinator.
- The Coordinator or Alternate shall attend the budget meeting and submit a request to the Treasurer.

Specific Duties

1. Organizes and Chairs Alateen Sponsor Workshops and provides contact lists of available Sponsors in the district
2. Is responsible for upholding the traditions and abiding by the Alateen safety requirements set forth by WSO and NCWSA
3. Works closely with the DAPP, (District Alateen Process Person)
4. Maintains contact with the local Alateen sponsors and the Northern California Area Alateen Coordinator to exchange information about Alateen activities and encourages Alateen participation at the District and Area levels and be available to give rides (with application paperwork)
5. Attends annually "NOCAC," Northern California Alateen Convention and The Alateen Sponsors R&R Conference and reports back to District 14
6. Participates in district and area Alateen functions such as NOCAC bashes, fundraisers and the NCWSA Convention with Alateen participation
7. Helps new Alateen groups to get started and provide them with "Conference Approved Literature" or rent to help get them on the right track. New groups should be advised to write to the WSO for free literature packets and registration material. Alateen groups may not meet until they are registered in accordance with the Area Alateen Safety Guidelines
8. Informs Alateens that new and revised Alateen literature depends on them. Alateens can submit suggestions and material to the WSO; or, to the Alateen Express (handled by the Alternate Northern California Alateen Coordinator) or The Forum

9. Handles anything involving Alateen such as Public Outreach and Institutions
10. Promotes and encourages awareness on the part of both Alateen and AlAnon that Alateen is a part of Al-Anon and not a separate fellowship or part of Alcoholics Anonymous, and that Alateen is informative not preventative!
11. Hands out Alateen Sponsor Candidate profiles, letters and literature to prospective Alateen Sponsor Candidates and request they attend Alateen Sponsor Workshops
12. Encourages Alateen Groups to participate in District 14 activities by electing their own GRs and taking them to Assembly, abiding by NCWSA and WSO guidelines
13. Is accountable to District 14 for Scholarship requests (NOCAC & Growing Together Weekend)
14. Provides DR with "Active Alateen Sponsors" Lists

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