

DRAFT FOR REVIEW

Northern California District 14 AFG Incorporated Guidelines May 2025

Institutions Coordinator

Eligibility

- Elected by District 14 for a three-year term or until the end of the current panel.

General duties

- The Coordinator or their Alternate shall attend monthly District 14 Meetings and report on current activities
- Report all expenses with 90 days to the Treasurer 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 annual budget meeting and submit a request to the Treasurer.

Specific duties

1. Act as liaison to institutions within the bounds of District 14, such as hospitals, jails, prisons, and shelters
2. Coordinate with such institutions as may wish Al-Anon materials
3. Attend the annual H&I Conference and report back to the District
4. If Alateen is involved (Juvenile Hall), pass on to the District 14 Alateen Coordinator

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