



2021

Alberta/N.W.T.
Area Assembly

POSITION SNAPSHOTS

Prepared as a reference for Individuals, Groups and Districts to identify suitability and potential for Alberta/N.W.T. Al-Anon Area Assembly Service. Prepared by your trusted Area Assembly Officers and Coordinators

Al-Anon Declaration

Let It Begin with Me

**When anyone, anywhere, reaches out for help,
let the hand of Al-Anon and Alateen
always be there, and – *Let It Begin with Me.***

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Notice of Eligibility

The following positions must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term:

- World Service Delegate
- Area Chairperson
- Area Secretary
- Area Treasurer
- Alternate Area Treasurer/Registrar
- ACSOA Chairperson
- Area Alternate Delegate/Alternate Chairperson and Budget Chairperson
- Area Resolutions Chairperson
- Area Group Records
- Area Webmaster Coordinator

All Positions The following items are the same for all position descriptions.

a)	Attend two Alberta/N.W.T. AWSC meeting and Alberta/N.W.T. Area Assemblies each year (In person or virtual). If you cannot attend these very important meetings, it is expected that through shared leadership, you will appoint a representative to attend in your place.
b)	Submit expenses of attending these meetings to the Area Treasurer before the end of the meeting or weekend to ensure prompt reimbursement.
c)	Submit annual position expenses (actuals) to Area Treasurer (<i>in December</i>) to facilitate budget preparation and record the expenses in the year they were spent.
d)	At the end of your term, if an advance was given, send an accounting to the Treasurer along with return of monies unused by December 1st.
e)	Submit reports to Area Newsletter Editor prior to September and May issues (<i>submission deadline dates to be posted for August and April</i>).
f)	All officers and coordinators with e-community (AFG Connects & Area Emails) review their emails on a regular basis. (Clear old emails on Area server as needed)
g)	It is essential you make yourself available (Mentor or Service Sponsor) to the person succeeding you, for continuity.
h)	Must presently attend an AI-Anon home group on a regular basis.
i)	Cannot be a member of Alcoholics Anonymous.
j)	Provide a written report to the Area Secretary for the minutes.

AI-Anon Guidelines Refer to AI-Anon members' website (www.al-anon.org/for-members).

Members Interested in Speaking (G-1)	Starting an Alateen Group (G-19)
Beginners' Meeting (G-2)	AI-Anon/Alateen Area Conventions (G-20)
Cooperation between AI-Anon and A.A. (G-3)	Guidelines for Newsletter Editors (G-21)
AI-Anon Information Services (AIS) (G-4)	A Meeting on Wheels (G-22)
Alateen Meetings in Schools (G-5)	Area Alateen Coordinators (G-24)
Area Literature Coordinators (G-6)	The Open AI-Anon Meeting (G-27)
AI-Anon/Alateen Participation in an AA Convention (G-7)	Outreach to Professionals (G-29)
Taking a Group Inventory (G-8a)	Area Archives (G-30)
Taking a Group Inventory (G-8b)	Ordering Literature (G-31)
Outreach to Institutions (G-9)	Area Forum Coordinators (G-32)
Outreach to the Public/Media (G-10)	Alateen Safety Guidelines (G-34)
Group Representative (G-11)	Area Group Records Coordinator (G-36)
Starting an AI-Anon Group (G-12)	District Representative (G-37)
Suggested Programs for Meeting (G-13)	Area Public Outreach Coordinator (G-38)
Services in Correctional Facilities (G-14)	Electronic AI-Anon Meeting Guideline (G-39)
District Meetings (G-15)	Guideline for AI-Anon Web Sites (G-40)
Alateen Conferences (G-16)	Reserve Fund Guideline (G-41)
Literature Distribution Centers (G-18)	

World Service Delegate

Position Description

An AI-Anon member elected at the Alberta/N.W.T. Area Assembly to represent all the groups in his or her Area at the annual World Service Conference. The Delegate is the primary communication link between the groups and the World Service Office (WSO).

Job Requirements

- Must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Cannot be a member of Alcoholics Anonymous (AA) (Service Manual).
- Have an existing Service Sponsor (or be willing to obtain a Service Sponsor).
- Own a computer with Internet access to correspond with World Service Office, Area Officers, Area Coordinators, District Reps., Group Reps., and other members of AI-Anon/Alateen.
- Ability to travel to the United States to attend World Service Conference, yearly.
- Maintain close communication with Area Chairperson.
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Report activities of the World Service Conference (WSC). • Support and encourage Area members to adopt the WSC theme for each year, in all service activities. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Provide reports on WSO, Board of Trustees, and WSC planning. • Meet with AWSC to learn Group's reaction to WSC Report and to hear their ideas on other matters in preparation for the next WSC.
WSC	<ul style="list-style-type: none"> • The Delegate is a servant for AI-Anon as a whole. Only in a secondary sense do they represent their respective Areas. (Service Manual) • Attend sessions, consider the issues brought up, and vote according to their own judgment and conscience.
WSO	<ul style="list-style-type: none"> • Correspond with members of the WSO as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as a conduit between Area members and WSO. • Forward cost for the Delegate Equalized Expense to the Treasurer as soon as received. • Attend Officers' meetings. • Participate on various WSC Committees, assigned or otherwise. • Updates the AWSC meeting contact lists, advises WSO of changes and forwards to the Area Chair.

Time and Travel – The time and travel commitments associated with this position are:

- Able to fly to the United States for 7-9 days in April to attend WSC.
- Consult with current Delegate to determine approximate time commitment.
- Willingness to travel throughout Area to represent WSO at various AI-Anon events.
- Able to travel to Assemblies and AWSC meetings.

References – References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO, including G-18

Area Chairperson

Position Description

An AI-Anon member elected at the Alberta/N.W.T. Area Assembly who prepares and conducts all Area Assemblies and Area World Service Committee meetings during their 3-year term.

Job Requirements

- Must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Leadership and organizational ability.
- Knowledge of how to plan an Agenda and conduct meetings.
- Personal access to a computer including email.
- Cannot be a member of Alcoholics Anonymous (AA)
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Create Agenda with the help and input of Area Officers, Coordinators and DRs. • Submit Agenda to Area Secretary for distribution. • Chair meetings, encouraging adherence to distributed Agenda and timelines. • Familiarize self with AB/N.W.T. Area Assembly updated Motions In Effect. • Assist/Conduct Area elections, as required.
AWSC	<ul style="list-style-type: none"> • Same as Area Assemblies. • In conjunction with AWSC, develop Agendas for the Assembly
WSO	<ul style="list-style-type: none"> • Correspond with members of the WSO as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as a resource to Area AI-Anon/Alateen members. • Work with Secretary to develop Agendas for all meetings. • Call and conduct Officers' meetings. • Maintain close communication with Area Officers. • Develop and distribute charge for Thought/Task Force Committees and provide guidance as necessary. • Signing Authority. • Forwards the AWSC meeting contact list updates to the Area Secretary for distribution to the Officers, Group Records Coordinator, Website Coordinator and Newsletter Coordinator.

Time and Travel – The time and travel commitments associated with this position are:

- Pay prompt attention to correspondence and email.
- Able to travel to Assemblies and AWSC meetings.
- Participate in additional meetings as needed.

References – References applicable to this position include, but are not limited to:

- *AI-Anon & Alateen Service Manual* and *AI-Anon & Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO.
- *Parliamentary Procedures at a Glance* – O. Garfield Jones (currently held by Resolutions Chair)

Area Treasurer

Position Description

An Al-Anon member elected at the Alberta/N.W.T. Area Assembly who keeps financial records, deposits all donations and other monies, Signs contracts and writes cheques and receipts as required. The Area Treasurer and Alternate Area Treasurer/Registrar will jointly negotiate the pricing, book the venues and caterers for meetings.

Job Requirements

- Must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Bookkeeping skills essential; knowledge of computerized accounting an asset.
- Access to computer, including spreadsheets, email and e-transfer.
- Organizational ability, including understanding of booking large venues for meetings.
- Cannot be a member of Alcoholics Anonymous (AA)
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Present prepared balance sheet and income statement to Assembly. • Disperse Budget amounts for Officers-Coordinator (as requested). • Prepare and distribute receipts. • Refund expenses in a timely manner. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with members of the WSO, as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as resource to Area Al-Anon and Alateen members. • Responsible for all Area Assembly banking matters (e.g., GICs and bank reconciliations, e-transfers). • Order cheques as required. • Signing Authority. • Attend Officers' meetings. • Maintain close communication with Area Chair, Registrar and Budget Chair

Time and Travel – The time and travel commitments associated with this position are:

- Pay prompt attention to correspondence and email.
- Provide prompt response to all banking matters, as required.
- Able to travel to Assemblies and AWSC meetings.

References – References applicable to this position include, but are not limited to:

- *Al-Anon & Alateen Service Manual* and *Al-Anon & Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO, including G-41.

Alternate Area Delegate/Alternate Area Chairperson and Budget Chairperson

Position Description

An Al-Anon member elected at the Alberta/N.W.T. Area Assembly, who is responsible for preparation and presentation of the Annual Area Budget to the Assembly, as well as standing in for the Area Delegate or Area Chairperson, as necessary.

Job Requirements

- Must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Basic bookkeeping skills essential.
- Access to computer, including proficiency with spreadsheets and email.
- Organizational skills an asset.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Present the next year's Budget for approval at the September Assembly. • Review the previous year Budget and any major revisions of the current Budget at the May Assembly. • . Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Review, update and make changes to the past (actual) and current year's Budget (in March). • Present the proposed Budget for review in May, in preparation for presentation and acceptance in September.
WSC	<ul style="list-style-type: none"> • Stand in for Delegate, as required.
WSO	<ul style="list-style-type: none"> • Correspond with members of WSO as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as resource to Area Al-Anon and Alateen members. • Prepare Budget(s) for presentation(s). • Attend Officers' meetings. • Serve as Signing Authority, if required.

Time and Travel – The time and travel commitments associated with this position are:

- Pay prompt attention to correspondence and email.
- Able to travel to Assemblies and AWSC meetings.
- Able to travel to the United States (potentially last minute) if Delegate cannot attend WSC.

References – References applicable to this position include, but are not limited to:

- *Al-Anon & Alateen Service Manual* and *Al-Anon & Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO, including G-41
- *Parliamentary Procedures at a Glance*, O. Garfield Jones (currently held by Resolutions Chair)

Alternate Area Treasurer/Registrar

Position Description

An AI-Anon member elected at the Alberta/N.W.T. Area Assembly, who will coordinate the registration process for Area Assemblies and Area World Service Committee meetings. This position will also take over the responsibilities of Treasurer on an interim basis, if necessary. The Area Treasurer and Alternate Area Treasurer/Registrar will jointly negotiate the pricing, book the venue and caterers for meetings.

Job Requirements

- Must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Be well organized.
- Have personal access to computer, including email.
- Be responsible for handling money at Area meetings.
- Bookkeeping skills essential: knowledge of computerized accounting an asset.
- Maintain close communication with Area Chair, Area Treasurer and Budget Chair.
- Cannot be a member of Alcoholics Anonymous (AA)
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Prepare, send out and track registration forms. • Set up Registration table and recruit volunteers to assist with registration. • Process Group, District, Coordinator and Member registrations. • Keep accurate records as to who has paid and issue receipts. • Prepare a voting and non-voting registry list for Resolutions Chair. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as for Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with members of WSO as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as a Resource to Area AI-Anon/Alateen Members • Prepare and distribute receipts. • Serve as Signing Authority • If necessary, attend Officers' meetings. • Maintain close communication with Area Chair, Treasurer and Budget Chair

Time and Travel – The time and travel commitments associated with this position are:

- Pay prompt attention to correspondence and email.
- Able to travel to Assemblies and AWSC meetings. Time prior to Area Event varies depending on cooperation of members regarding number of pre-registrations received.

References – References applicable to this position include, but are not limited to:

- *AI-Anon & Alateen Service Manual* and *AI-Anon & Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO

Area Secretary

Position Description

An AI-Anon member elected at the Alberta/N.W.T. Area Assembly who keeps administrative records of all Alberta/N.W.T. Area Assemblies, Alberta/N.W.T. Area World Service Committee meetings and Officers' meetings.

Job Requirements

- Must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Organizational ability including, filing, typing, photocopying & effective communication.
- Personal access to a computer including email.
- Willingness to store Area property for duration of term, including Area photocopier, small storage cabinet, various tote-boxes, dolly, banners, documents, supplies, etc.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Keep an up-to-date circulation list of Area Officers, Coordinators, Delegates, District Reps AIS Chairs and Group Reps. • Receive the updated AWSC meeting Contact Lists from the Chair and distribute to Officers, Group Records/Website Coordinator and Newsletter Coordinator. • Take and prepare minutes and distribute in a timely manner. • Collect reports from Officers, Coordinators and DRs for inclusion in the minutes. • Prepare (blank) Evaluation Forms, Acronym sheets and Ask-It-Basket forms. • Assume responsibility for photocopier, banners, welcome sashes, administration supplies, baskets, files, spare copies of Agenda and past meeting minutes for each meeting. • Provide a written report for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as for Area Assemblies (with the exception of the GRs).
WSO	<ul style="list-style-type: none"> • Correspond with members of WSO as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as a resource to Area AI-Anon and Alateen members. • Prepare and circulate minutes of meetings (Assembly, AWSC and Officers) • Circulate documents as required. • Maintain close contact with Group Records Coordinator, Chairperson and Delegate. • Attend Officers' meetings. • Keep and maintain an up-to-date circulation list (by email)

Time and Travel – The time and travel commitments associated with this position are:

- Provide prompt response to correspondence and email.
- Able to travel to Assemblies and AWSC meetings.

References – References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO

Area Resolutions Chairperson

Position Description

An AI-Anon member elected at the Alberta/N.W.T. Area Assembly who will preside over the Resolutions Table ensuring that the proper rules of procedure are being followed. Maintain master file of Area documentation and current Motions In Effect (MIE) as well as previous versions. Will serve as Election Chairperson.

Job Requirements

- Must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Good working knowledge of the English language.
- Organizational ability.
- Personal access to a computer including email.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Secure 2-3 volunteers to assist at Resolutions Table during Assemblies. • Oversee proper wording of all Motions. • Ensure Chairperson follows Rules of Order and Parliamentary Procedures. • Explain voting eligibility (who votes) at Assembly. • Monitor timing of Speakers, to expedite the agenda, at the request of Chairperson. • Conduct count of Voting Members at meetings (cross check numbers with Registrar). • Ensure ample (blank) motion sheets and voting ballots are available at each table. • Emphasize importance of Motions in Effect (MIE), keep track of all new MIEs and update MIE book accordingly. • Ensure that updated copies of MIE are available. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as for Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with members of WSO as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as resource to Area AI-Anon and Alateen Members. • Retain and update master file of all guidelines, documents and forms used by Assembly and AWSC. (expense forms, snapshots, MIE, ballots, elections procedures, etc.) • Update MIEs and email changes to secretary for distribution.

Time and Travel – The time and travel commitments associated with this position are:

- Provide prompt response to correspondence and email.
- Able to travel to Assemblies and AWSC meetings.

References – References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO
- *Parliamentary Procedures At A Glance* – O. Garfield Jones (copy currently held by Resolutions Chair)
- *Robert's Rules of Order*

Area Group Records Coordinator

Position Description

An experienced AI-Anon member elected at the Alberta/N.W.T. Area Assembly, who will maintain updated and accurate records of all AI-Anon Groups in the Area (except Alateen records, which are maintained by the Alateen Coordinator). Participates as a member of the Area Website Committee.

Job Requirements

- If the outgoing Delegate does not accept the appointment of this position; the candidate must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Required to communicate with Area Delegate, AAPP, Alateen Coordinators, DRs, AISs and Webmaster.
- Strong organizational skills
- Personal access and experience with computers, including printer, email, and current MS Office software (Word and Excel), online databases and online resources.
- Commitment to promptly making required changes to Group Records.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Explain to attendees the necessity of and procedure for keeping the Group Records updated and accurate. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as for Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with WSO staff at Group Records, as needed. • Update WSO Records with changes regarding Group information. • When advised by WSO, respond promptly with information requested. • Communicate with WSO on an as needed basis.
Between Area Assemblies	<ul style="list-style-type: none"> • Collaborate with Website Committee, as required, to ensure website accuracy. • Serve as a resource to Area AI-Anon and Alateen members. • Promptly make changes to Group Records. • Ongoing communication with Area Delegate, AAPP, Alateen Coordinators, DRs, AISs and Webmaster essential.

Time and Travel – The time and travel commitments associated with this position are:

- Provide regular attention to renewal contracts, correspondence and email.
- Able to travel to Assemblies and AWSC meetings.
- Update Group Records regularly.

References – References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO, including G-12, G-36, G40

Area Webmaster Coordinator

Position Description

An experienced AI-Anon member elected at the Alberta/N.W.T. Area Assembly, who will maintain, update, the accuracy of the area website. Maintain the generic emails for Area World Service Committee members. Chairs and works with the Area Website Committee.

Job Requirements

- Must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Strong computer, organizational and teamworking skills
- Personal access to computer, email, and current software
- Skilled at working and changing/updating websites.
- Commitment to promptly making required changes to Area Website.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Explain to attendees the information available on the Area Website and how to access it. • Reporting the changes done to the Website. • Report on Website Committee activities (if assigned). • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as for Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with WSO staff, as needed. • Ensure that links on websites (Area & WSO) are up to date and work.
Between Area Assemblies	<ul style="list-style-type: none"> • Assign one officer to hold passwords for emergency purposes only. • Ensure a backup is maintained of the Area Website. • Collaborate with/and take direction from Website Committee. • Serve as a resource to Area AI-Anon and Alateen members. • Ensure that regular payments are made for Domain and Website Hosting services. • Attend AWSC meetings as scheduled. • Update the events calendar.

Time and Travel – The time and travel commitments associated with this position are:

- Commitment to promptly making required changes to Area Website.
- Provide regular attention to renewal contracts, correspondence (including WSO) and email.
- Able to travel to Assemblies and AWSC meeting.

References – References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO, including G40, S66 FAQ for AI-Anon Websites.

Chairperson, AI-Anon Central Service Office Alberta

Position Description

An AI-Anon member elected at the Alberta/N.W.T. Area Assembly who will oversee the operations of the AI-Anon Central Service Office Alberta (ACSOA). (sometimes referred to as Bookstore)

Job Requirements

- Must have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Good organizational skills
- Access to personal computer, including email.
- Knowledge of the ACSOA By-Laws and the Alberta Societies Act.
- Knowledge of business and financial reporting and managerial skills essential.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1 (with exception of b), c), and d) that are not applicable)

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Work with ACSOA employee to ensure literature is available for sale at Assembly. • Present a report on ACSOA operations, inventory, income and expenses. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as for Area Assemblies (no book table sales in March).
WSO	<ul style="list-style-type: none"> • Correspond with staff members of WSO as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Maintain close communication with Area Chair, Secretary and ACSOA Committee • Serve as resource to Area AI-Anon and Alateen members. • Manage paid Employee (including payroll, employee reviews, etc.). • Manage contractor/consultant as required. • Oversee operations and management of LDC (bookstore). • Chair monthly ACSOA Committee meetings. • Submit Society Annual Return to the Alberta Government by deadline. • Ensure distribution of literature pre-order forms to all Area GRs 4-6 weeks before Assembly. • Organize annual ACSOA open house. • Attend Officers' meetings. • Arrange annual Operational & Financial Audit.

Time and Travel – The time and travel commitments associated with this position are:

- Approve payroll of Employee(s).
- Maintain close communication with Employee(s) and meet in person or by other means, as necessary.
- Pay regular attention to correspondence and email.
- Able to travel to Assemblies and AWSC meetings.
- Attend and chair monthly Committee meetings.

References – References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- ACSA By-Laws, Alberta Societies Act, Alberta/N.W.T. Area MIE as it pertains to ACSOA.
- Guidelines published by WSO, including G-18, G-31

Area Alateen Coordinator

Position Description

An AI-Anon member elected at the Alberta/N.W.T. Area Assembly. This position is a liaison between the Area, AI-Anon groups, Alateen as a whole and WSO.

Job Requirements

- Good organizational skills
- Access to personal computer, including email and AI-Anon app.
- Must be a certified AI-Anon Member Involved in Alateen Service (AMIAS) with recent experience as an AMIAS.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Prepare and present an Alateen report, providing an overview of the achievements in Alateen and outlining the goals for the next year. • Advocate for teens, AMIAS, and Alateen groups • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with staff members of WSO as needed. • Participate in conference calls.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as a resource to Area Alateen Groups and Members in recruiting AMIASs, starting an Alateen meeting, and attracting Alateen members by empowering groups through training, workshops and public outreach. • Review and maintain the Area Alateen Safety Guidelines and AMIAS certification guidelines, with the assistance of a committee and the Area Alateen Process Person (AAPP). • Communicate regularly with Alateen CMAs, Sponsors, AMIASs, Group Records Coordinator, District Reps, and Delegate. • Prepare and organize training sessions for new AMIASs involved in groups, electronic meetings, other Alateen activities. • Educate members about service opportunities in Alateen. • Prepare presentations for AI-Anon members, Alateen members, and for Public Outreach. • Provide event information to the Area Webmaster Coordinator. • Help to resolve conflict and uphold the principles of the Alateen program.

Time and Travel – The time and travel commitments associated with this position are:

- Respond promptly to correspondence and email.
- Able to travel to Assemblies, AWSC meetings and Regional Alateen Conferences/events.
- Maintain regular contact with Alateen Sponsors and Groups.

References – References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Alateen Safety and Behavioral Guidelines (latest version)
- Guidelines published by WSO, including G-1, G-2, G-3, G-4, G-5, G-7, G-8a, G-8b, G-9, G-10, G-11, G16, G-19, G-20, G-22, G-24, G-27, G-29, G-34

Area Alateen Process Person (AAPP)/Alternate Area Alateen Coordinator

Position Description

An existing member of AI-Anon, with a good understanding of the AI-Anon structure that is elected at the Alberta/N.W.T. Area Assembly. This position is a liaison between the Area, AI-Anon groups, Alateen as a whole and WSO. Will maintain the Alateen group records for the Area. Assembly expenses are not paid for the AAPP* (see below Time and Travel).

Job Requirement

- Organizational ability.
- Personal access to a computer, including email, knowledge of databases essential.
- Completes the AI-Anon Member Involved in Alateen Service (AMIAS) sponsorship package (including reference letters and interview). Completes Police Information Check (PIC) and renew it as required. Receives approval from WSO to be an AMIAS.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Assist Alateen Coordinator with information regarding statistics, achievements and goals for the coming year. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with staff members of the WSO to obtain and maintain AMIAS records, group status and group lists. • Participate in conference calls, as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Prepare and distribute Alateen registration packages to interested Alateen Sponsors, review and interview potential AMIAS, and process packages. • Check references of prospective Alateen Sponsor(s) and forward registration package to WSO. • Provide letters to AMIAS for PICs (both new and renewal) and maintain up-to-date PICs on certified members. • Remain knowledgeable about changes to PIC process for city police and RCMP. • Ensure AMIAS annual recertification and update contact information with WSO by deadline. • Maintain and provide lists of AMIASs to the CMA (Sponsor) of each Alateen group. • Assist Area Alateen Coordinator with seminars, workshops and training sessions.

Time and Travel – The time and travel commitments associated with this position are:

- Pay regular attention to correspondence and email.
- Able to travel to Assemblies and AWSC meetings (when acting as Alternate for the Alateen Coordinator – expenses will be covered by Area).
- Allocate 2 hours for general office work and 7 hours for maintaining current AMIAS records per month. (approximately)

References– References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO, including: G-5, G16, G19, G20, G-22, G-24, G-34

Area Newsletter Coordinator

Position Description

An AI-Anon member elected at the Alberta/N.W.T. Area Assembly to create and structure the submissions to distribute the up-to-date information to the groups within the Area in the form of the *AI-Anon/Alateen Keeping in Touch* Newsletter. This Newsletter is only available via electronic copy.

Job Requirements

- Organizational ability.
- Personal access to a computer, including email.
- Knowledge and proficiency with word processing or publisher, or a willingness to learn.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Present a report on newsletter activities to the Assembly. • Provide a written report to the Secretary for the minutes. • Maintain a list of members who volunteer to be on Speaker list and update this list during each Area Assembly. Provide the list to members/groups upon request. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with staff members of the WSO, as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as a resource to Area AI-Anon and Alateen members. • Send request for submissions via newsletter email account to all Assembly members, Alateen Sponsors (CMAs for Alateen Groups) and Direct subscribers. • Email newsletter to all Assembly members, CMAs for AI-Anon and Alateen Groups and Direct subscribers. • Encourage all members to submit service-related personal sharing. • Communicate with Coordinators and Officers for Reports and events. • Obtain from Group Records the email listing for GR emails and Group emails (for newsletter distribution only). • Maintain an up-to-date list of direct subscriber's emails for newsletter distribution.

Time and Travel – The time and travel commitments associated with this position are:

- Time commitments may vary, depending on member submissions for each issue.
- Able to travel to Assemblies and AWSC meetings.

References – References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO, including G-1 and G-21
- Alberta/N.W.T. Keeping In Touch Area Newsletter Guideline (current version)

Area Literature/*Forum* Coordinator

Position Description

An AI-Anon member elected at the Alberta/N.W.T. Area Assembly who carries the message of AI-Anon Conference Approved Literature (CAL) to the Districts, AI-Anon Information Services (AIS), Groups and members of the Alberta/N.W.T. Area Assembly.

Job Requirements

- Organizational ability.
- Personal access to a computer, including email.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Present a report to the Assembly body regarding announcements and/or letters from WSO. Report the changes to books, pamphlets, etc. Encourage members to submit personal sharing for CAL projects in development. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with staff members of the WSO, as needed.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as a resource to Area AI-Anon and Alateen members. • Read and become familiar with CAL. • Encourage the use of CAL for recovery, service recognition, gifts, fundraising etc. • Help develop CAL workshops. • Assist with CAL displays at Area workshops, Assemblies and community events. • Help develop CAL literature outreach projects & outlines for literature study groups. • Distribute WSO sharing sheets, encouraging submissions to <i>The Forum</i> by members. • Participate in WSO conference calls for Literature Coordinators.

Time and Travel – The time and travel commitments associated with this position are:

- Pay regular attention to correspondence and email.
- Able to travel to Assemblies and AWSC meetings.

References – References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- AB/N.W.T. Area Assembly, updated *Motions In Effect* booklet
- Guidelines published by WSO, including G-6, G-18, G-32.

Area Archives Coordinator

Position Description

An Al-Anon member elected at Alberta/N.W.T. Area Assembly who will preserve the experience, history and memorabilia from the beginning of the family movement in our Area. Documents, literature, audio or visual items, is to be collected, dated, identified, and stored.

Job Requirements

- Organizational ability.
- Personal access to a computer, including email, scanner and printer.
- Must have space to store multiple boxes and containers of historical information.
- Interest in reading through documents and items; in order to organize and file appropriately.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Share items/display of Area Archives, and give a report to Assembly. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with staff members of the WSO, as needed. • Participate in conference calls.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as a resource to Area Al-Anon and Alateen members. • Prepare displays and presentations for special events or email attachments as requested. • Collect, label, date, safely file and store all documents relating to the Area, including but not limited to newspapers, correspondence, articles, special events and convention programs, posters, Archived Area Minutes. • Print all relevant emails or attachments relating to Area decisions, changes or history. • Organize and categorize above for easy access, when required.

Time and Travel – The time and travel commitments associated with this position are:

- Continue to move towards electronic storage of appropriate documentation of Area (e.g., minutes)
- Pay regular attention to correspondence and email.
- Able to travel to Assemblies and AWSC meetings.

References – References applicable to this position include, but are not limited to:

- *Al-Anon Alateen Service Manual* and *Al-Anon and Alateen Groups at Work*
- *AB/N.W.T. Area Assembly, updated Motions In Effect booklet*
- *Guidelines* published by WSO, including G-30

Area Public Outreach Coordinator

Position Description

An AI-Anon member elected at Alberta/N.W.T. Area Assembly who will act as a resource and liaison between WSO and all Area AI-Anon and AA for all public outreach initiatives. Encourage Area members to bring public outreach information back to the groups so they can participate in these projects.

Job Requirements

- Must have previous service as an active member of the Alberta/N.W.T. Area for a minimum 3-year term.
- Sound knowledge of the AI-Anon program and the Twelve Traditions as well as the Service Manual.
- Organizational ability.
- Personal access to a computer, including email, scanner and printer.
- Willingness to use personal last name when communicating with professionals.
- Cannot be a member of Alcoholics Anonymous (AA).
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Present a report on Public Outreach events and/or initiatives both inside the Area and worldwide. • Answer questions regarding Public Outreach initiatives. • Share Public Service Announcements, if available. • Provide a written report to the Area Secretary for the minutes.
AWSC	<ul style="list-style-type: none"> • Same as Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with staff members of the WSO, as needed. • Participate in conference calls.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as a resource to Area AI-Anon and Alateen members. • Motivate Districts and AISs to form Outreach Committees. • Provide guidance to AI-Anon members and Alcoholics Anonymous on AI-Anon Public Outreach using the AFG Service Manual and Public Outreach materials provided by WSO. • Cooperate with AI-Anon Service Members, Alcoholics Anonymous and professionals with Public Outreach initiatives by providing guidance, referrals to local AI-Anon and Alateen groups, resource materials and/or sharing personal stories.

Time and Travel – The time and travel commitments associated with this position are:

- Pay regular attention to correspondence and email.
- Able to travel to Assemblies and AWSC meetings.

References – References applicable to this position include, but are not limited to:

- *AI-Anon Alateen Service Manual* and *AI-Anon and Alateen Groups at Work*
- *AB/N.W.T. Area Assembly, updated Motions In Effect booklet*
- *Guidelines* published by WSO including G-1, G-3, G-4, G-9, G-10, G-14, G-29,
- *Best of Public Outreach (P90)*
- *Attracting and Cooperating (S40)*
- *WSO Website www.al-anon.org*

Acronym Key

AAPP:	Area Alateen Process Person
ACSOA:	Al-Anon Central Service Office of Alberta
AFG:	Al-Anon Family Groups
AIS:	Al-Anon Information Services
ADR:	Alternate District Representative
AGR:	Alternate Group Representative
AMIAS:	Al-Anon Member Involved in Alateen Service
AWSC:	Area World Service Committee (<i>Officers/Coordinators/DRs/AIS Chairs</i>)
AWSC	Area World Service Committee Meeting (<i>members of AWSC attend</i>)
BOT:	Board of Trustees
CAL:	Conference Approved Literature
CMA:	Current Mailing Address
COB:	Chairman of the Board
DR:	District Representative
GR:	Group Representative
IAGSM:	International Al-Anon General Service Meeting
KBDM:	Knowledge Based Decision Making
LDC:	Literature Distribution Centre
MIE:	Motions in Effect
PIC:	Police Information Check
PRC:	Police Record Check
WSC:	World Service Conference (<i>annually in Virginia Beach/other locale</i>) for Area Delegates)
WSO:	World Service Office (<i>located in Virginia Beach, Virginia, USA</i>)