



2024

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 Treasurer *
- Alternate Area Delegate/Alternate Area Chairperson/Budget Chairperson *
- Area Registrar
- Past Delegate *
- Area Secretary *
- Resolutions Chairperson
- Group Records Coordinator
- Webmaster Coordinator
- Chairperson ACSOA *
- Area Venue Coordinator/Alternate Treasurer

* Denotes the position of Officer.

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

- a) Attend two Alberta/N.W.T. AWSC meetings and Alberta/N.W.T. Area Assemblies each year (in person or virtual). If you cannot attend these meetings, it is expected that 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 (*in December*) 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) All officers and coordinators with e-community (AFG Connects & Area Emails) review their emails on a regular basis and clear old emails from Area server as needed.
- f) It is essential you make yourself available (Mentor or Service Sponsor) to the person succeeding you, for continuity.
- g) Must attend an Al-Anon home group on a regular basis.
- h) Cannot be a member of Alcoholics Anonymous.
- i) Have an existing Service Sponsor (or be willing to obtain a Service Sponsor)
- j) Have personal access to a computer including email.

Al-Anon Guidelines

<u>Members Interested in Speaking (G1)</u>	<u>Literature Distribution Centers (G-18)</u>
<u>Beginners' Meeting (G-2)</u>	<u>Starting an Alateen Group (G-19)</u>
<u>Cooperation between Al-Anon and A.A. (G-3)</u>	<u>Al-Anon/Alateen Area Conventions (G-20)</u>
<u>Al-Anon Information Services (AIS) (G-4)</u>	<u>Newsletter Editors (G-21)</u>
<u>Alateen Meetings in Schools (G-5)</u>	<u>A Meeting on Wheels (G-22)</u>
<u>Area Literature Coordinators (G-6)</u>	<u>Area Alateen Coordinators (G-24)</u>
<u>Al-Anon/Alateen Participation in an AA Convention (G-7)</u>	<u>The Open Al-Anon Meeting (G-27)</u>
<u>Taking a Group Inventory (G-8a)</u>	<u>Public Outreach to Professionals (G-29)</u>
<u>Taking a Group Inventory (G-8b)</u>	<u>Area Archives (G-30)</u>
<u>Public Outreach Service Outreach to Institutions (G-9)</u>	<u>Ordering Literature (G-31)</u>
<u>Public Outreach Service Outreach to the Public (G-10)</u>	<u>Area Forum Coordinators (G-32)</u>
<u>Group Representative (G-11)</u>	<u>Alateen Safety Guidelines (G-34)</u>
<u>Starting an Al-Anon Group (G-12)</u>	<u>Area Group Records Coordinator (G-36)</u>
<u>Suggested Programs for Meetings (G-13)</u>	<u>District Representative (G-37)</u>
<u>Services in Correctional Facilities (G-14)</u>	<u>Area Public Outreach Coordinator (G-38)</u>
<u>District Meetings (G-15)</u>	<u>Al-Anon Service Arm Web Sites (G-40)</u>
<u>Alateen Conferences (G-16)</u>	<u>Reserve Fund Guideline (G-41)</u>

World Service Delegate

Position Description

An Al-Anon member elected at the Alberta/N.W.T. Area Assembly to represent all the groups in the 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.
- Correspond with the World Service Office, Area Officers, Area Coordinators, District Reps., Group Reps and other members of Al-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 on 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 Al-Anon as a whole. Only in a secondary sense do they represent their respective Areas. (Service Manual) • Attending 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 liaison 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. • Make any needed changes to Area contact lists for WSO and sends changes to Area Secretary and Registrar. • Become certified as an AMIAS to be able to attend Alateen Conferences and/or events. • Be a resource for Alateen if there are concerns/issues. • All Officers may act on behalf of Area Assembly in an emergency.

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 Al-Anon events, 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](#)
- [Guidelines](#) published by the Al-Anon World Service Office (WSO)

Area Chairperson

Position Description

An Al-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.
- 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 Al-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. • All Officers may act on behalf of Area Assembly in an emergency.

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

- Time needed to 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:

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

Area Treasurer

Position Description

An AI-Anon member elected at the Albert/N.W.T. Area Assembly who keeps financial records, deposits all donations and other monies, Signs contracts and writes cheques and receipts as required.

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.
- Organizational ability.
- 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-Coordination (as requested). • Prepare and distribute receipts. • Refund expenses in a timely manner. • Provide a written report to the Area Secretary for the minutes. • Arrange that an internal review is conducted annually.
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 AI-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 • All Officers may act on behalf of Area Assembly in an emergency.

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

- Time needed to 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:

- [AI-Anon/Alateen Service Manual](#) and [AI-Anon/Alateen Groups at Work](#)
- AB/N.W.T. Area Assembly, updated [Motions in Effect](#)
- [Guidelines](#) published by AI-Anon WSO, including [G-41](#).

Alternate Area Delegate/Alternate Area Chairperson/Budget Chairperson

Position Description

An AI-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, Area 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.
- Basic bookkeeping skills essential.
- Access to computer, including proficiency with spreadsheets and email.
- Organizational skills an asset.
- 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’s Budget and any major revisions of the current Budget at the May Assembly. • Provide a written report to the Area Secretary for the minutes. • Prepare and present annual area budget to the Assembly. •
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 AI-Anon and Alateen members. • Prepare Budget(s) for presentation(s). • Attend Officers’ meetings. • Serve as Signing Authority, if required. • Responsible for taking care of the Area insurance policy. • All Officers may act on behalf of Area Assembly in an emergency.

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

- Time needed to 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:

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

Area 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.

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.
- May be responsible for handling money at the Registration table.
- Maintain close communication with Area Chair, Area Treasurer and Budget Chair.
- 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. • 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 • Maintain close communication with Area Chair, Treasurer, Resolutions and Venue Coordinator. • Send registration list to Resolutions.

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

- Time needed to pay prompt attention to correspondence and email.
- Time needed to manage registrations for Assemblies and AWSC meetings.

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](#)
- [Guidelines](#) published by AI-Anon WSO

Area Secretary

Position Description

An Al-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.
- Willingness to store Area property for duration of term, including Area photocopier, small storage cabinet, various tote boxes, dolly, banners, documents, supplies, etc.
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • 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 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. • Circulate the AWSC contact list to AWSC members. • Notify Delegate of any changes to the list of DRS
AWSC	<ul style="list-style-type: none"> • Same as for Area Assemblies (except for 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 Al-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 up-to-date email circulation list(s). • Administer and oversee area Zoom account including payment. • All Officers may act on behalf of Area Assembly in an emergency.

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

- Time needed to pay prompt 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/Alateen Groups at Work](#)
- AB/N.W.T. Area Assembly, updated [Motions in Effect](#)
- [Guidelines](#) published by Al-Anon WSO

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.
- 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 the 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.
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. • Maintain close communication with Area Chair.

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

- Time needed to pay prompt 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/Alateen Groups at Work](#)
- AB/N.W.T. Area Assembly, updated [Motions in Effect](#)
- [Guidelines](#) published by AI-Anon WSO
- *Parliamentary Procedures At A Glance* – O. Garfield Jones (copy currently held by Resolutions Chair)
- *Robert’s Rules of Order*

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 and Registrar
- Strong organizational skills
- Familiarity with Excel would be beneficial.
- Commitment to promptly making the required changes to Group Records.
- 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, Registrar, AAPP/Alateen Coordinator, 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/Alateen Groups at Work](#)
- AB/N.W.T. Area Assembly, updated [Motions in Effect](#)
- [Guidelines](#) published by AI-Anon WSO, including [G-12](#), [G-36](#), [G-40](#)

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 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.
- Skilled at working and changing/updating websites.
- Commitment to promptly making required changes to Area Website.
- Utilize the website for adding other Area updates under the Info for Members tab (which is password protected).
- Seek out technical support from an outside agency on a yearly basis as required.
- 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 made to the Website. • Report on Website Committee activities (if assigned). • Provide a written report to the Area Secretary for the minutes. • Operate the laptop for support.
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 working.
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. • Store usernames and passwords for all accounts including zoom.

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/Alateen Groups at Work](#)
- AB/N.W.T. Area Assembly, updated [Motions in Effect](#)
- [Guidelines](#) published by AI-Anon WSO , including [G-40](#)

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
- Knowledge of the ACSOA By-Laws and the Alberta Societies Act.
- Knowledge of business and financial reporting and managerial skills are essential.
- 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 the 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 except literature distribution not available at AWSC meetings.
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 Review. • All Officers may act on behalf of Area Assembly in an emergency.

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/Alateen Groups at Work](#)
- ACSA By-Laws, Alberta Societies Act,
- AB/N.W.T. Area Assembly, updated [Motions in Effect](#) as they pertain to ACSOA.
- [Guidelines](#) published by AI-Anon WSO, including [G-18](#), [G-31](#)

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 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.
- Knowledge and proficiency with word processing or publishing, or a willingness to learn.
- 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 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, such as Copywrite.
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) • In consultation with Area Secretary, distribute newsletter to all Assembly members, CMAs for AI-Anon and Alateen Groups. • Encourage all members to submit service-related articles and/or personal sharing. • Obtain from Group Records the email listing for GR emails and Group emails (for newsletter distribution only).

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

Literature/Forum Coordinator

Position Description

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

Job Requirements

- Organizational ability.
- 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 Al-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:

- [Al-Anon/Alateen Service Manual](#) and [Al-Anon/Alateen Groups at Work](#)
- AB/N.W.T. Area Assembly, updated [Motions in Effect](#)
- [Guidelines](#) published by Al-Anon WSO, including [G-6](#), [G-18](#), [G-32](#).

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, are to be collected, dated, identified, and stored.

Job Requirements

- Organizational ability.
- Interest in reading through documents and items; to organize and file appropriately.
- 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. • Provide or acquire adequate storage space is available.

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/Alateen Groups at Work](#)
- AB/N.W.T. Area Assembly, updated [Motions in Effect](#)
- [Guidelines](#) published by Al-Anon WSO, including [G-30](#)

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 of 3-year term.
- Sound knowledge of the AI-Anon program and the Twelve Traditions as well as the Service Manual.
- Organizational ability.
- Willingness to use personal last name when communicating with professionals.
- 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. • Encourage Districts and AISs to form Outreach Committees. • Cooperate with AI-Anon Service Members, Alcoholics Anonymous and professionals with Public Outreach initiatives by including referrals to local AI-Anon and Alateen groups, resource materials and/or sharing personal stories. • Maintain, update and circulate a list of members who volunteer to be on a Speaker's list.

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/Alateen Groups at Work](#)
- AB/N.W.T. Area Assembly, updated [Motions in Effect](#)
- [Guidelines](#) published by AI-Anon WSO, including [G-1](#), [G-3](#), [G-4](#), [G-9](#), [G-10](#), [G-14](#), [G-29](#),
- WSO [Public Outreach "Home Page"](#)

Area Alateen Coordinator/Alateen Process Person (AAPP) – NEW

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. Will maintain the Alateen online group records at WSO for the Area.

Job Requirements

- Must be a certified AI-Anon Member Involved in Alateen Service (AMIAS).
- Completes the AMIAS documentation, including Police Information Check (PIC) and reference letters. Completes interviews with potential AMIAS & checks references. Ensure PICs and renewals are up to date. Forwards information on WSO online group records for certification to be an AMIAS. Advises AMIAS of approval.
- Completes annual recertification on WSO online group records by deadline, May 15.
- 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 statistics, achievements and goals for the coming year, with a written report sent to the Area Secretary for the minutes. • Advocate for teens, AMIAS and Alateen groups.
AWSC	<ul style="list-style-type: none"> • Same as Area Assemblies.
WSO	<ul style="list-style-type: none"> • Correspond with WSO staff as required. • Obtain and maintain AMIAS records, group status and group lists. • Participate in conference calls, as required.
Between Area Assemblies	<ul style="list-style-type: none"> • Serve as a resource to Alateen groups and members in recruiting AMIAS, assisting in starting an Alateen meeting, attracting Alateen members by empowering groups through training, workshops, and public outreach. Communicate regularly with Alateen CMAs, sponsors, AMIAS', DRs, and Delegate. Advise Area Website of Alateen events. • Form a committee to review and maintain the Alateen Safety Guidelines and WSO online group records when required. • Prepare training for new AMIAS and presentations for AI-Anon and Alateen members and Public Outreach. • Interview potential Alateen Sponsors, prepare letters for PICs, Reference letters and provide to those interested in Alateen service. Check references of prospective Alateen Sponsors. Once completed, register through WSO online group records. • Remain knowledgeable about changes to PIC process for city police and RCMP.

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

- Respond promptly to correspondence and email.
- Able to travel to Area Assemblies, AWSC meetings and Regional Alateen Conference/Events
- 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/Alateen Groups at Work](#)
- AB/N.W.T. Area Assembly, updated [Motions in Effect](#)
- Alateen Safety and Behavioral Guidelines (latest version)
- [Guidelines](#) published by AI-Anon WSO, including [G-5](#), [G-7](#), [G-11](#), [G-16](#), [G-19](#), [G-20](#), [G-24](#), [G-34](#)

Area Venue Coordinator / Alternate Treasurer – *NEW*

Position Description

An AI-Anon member elected at the Alberta/N.W.T. Area Assembly who is responsible for coordinating the location of the AWSC meetings and Assemblies with the assistance of a committee, as needed. Negotiate the contracts, book the venues and caterers for meetings. Serve as Treasurer as required.

Job Requirements

- Should have previous service as an active member of the Alberta/N.W.T. Area World Service Committee for a minimum 3-year term.
- Organizational skills and some financial knowledge.
- Familiar with organizing and booking large venues.
- Meets the requirements listed on page 1.

Duties and Responsibilities

Area Assemblies	<ul style="list-style-type: none"> • Communicate with the Assembly to ensure their needs are met. • Communicate with AB/N.W.T. Registrar as required. • Communicate with the venue to: <ul style="list-style-type: none"> • Ensure that the room temperature is regulated. • Ensure that room set-up, AV equipment and food requirements are in place according to plan.
AWSC	<ul style="list-style-type: none"> • See Area Assemblies. • Book March AWSC meeting venue if not on Zoom.
WSO	<ul style="list-style-type: none"> • N/A.
Between Area Assemblies	<ul style="list-style-type: none"> • As needed, research and book a venue for the Area meetings, keeping in mind the needs of the AWSC and Assembly members <ul style="list-style-type: none"> • Negotiate a price for the use of the venue including the meeting room(s), member rooms and use of equipment and materials required. • Ensure that food requirements (i.e. coffee, lunch and/or banquet) are arranged. • Ensure access for those with mobility challenges (e.g. elevator, ramps, accessible washroom). • Communicate the room requirements and set-up needs to the venue (room layout, number of tables required for the meeting, displays, bookstore, head table with podium, etc.). • Ensure that necessary audio/electronic equipment will be available (i.e. from venue, rented, supplied by Assembly). • Ensure the venue and catering contracts are signed by both Venue Coordinator and Area Treasurer • Regular communication with Officers and Registrar

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

- Time needed to pay prompt attention to correspondence and emails.
- Able to travel to attend/travel to AWSC meetings and Assemblies.
- Chair and 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](#)
- [Guidelines](#) published by the AI-Anon World Service Office (WSO)

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>)
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
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>)