

## **AREA 63 OFFICER AND COORDINATOR DESCRIPTIONS**

### **Introduction**

All positions are for three years unless filling a vacant position, after which the position is open for elections and the person may choose to stand for it again.

The duties outlined below are in addition to duties listed in the World Service Handbook found in the Al-Anon/Alateen Service Manual and WSO Guidelines available at Al-Anon/Alateen Service Manual (free online) – <https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/>, on the Alaska Area 63 Website at [al-anon-ak.org](http://al-anon-ak.org), resources, or do an internet search for Al-Anon/Alateen Service Manual.

As an Area Officer or Coordinator, we ask our members to consider the following to enhance the service experience for all:

- Work with a Service Sponsor.
- Ask for and accept help, not work in isolation.
- Work with others and be willing to establish a committee to do some tasks of the job if needed.
- Support the Area group conscience regardless of personal views.
- Attend two Area Assemblies and two AWSC meetings per year.
- Prepare short reports for each Area Assembly.
- Follow up with tasks related to position matters in a timely manner.
- Have access and be willing to communicate by email and be able to send/access attachments.

### **Accountability of Trusted Servants**

Refer to the Policy for Removal of Trusted Servants found in Policy and Procedures, adopted in the 2024 Spring Assembly.

## **AREA CHAIR**

### **Description**

The Area Chair needs leadership and organizational abilities. It is essential to plan an agenda and conduct meetings in an orderly manner. Communication and cooperation are key elements of a good Chair.

### **Duties of the Area Chair are:**

- To call Area World Service Committee (AWSC) meetings
- To email the hosting guidelines and coordinate with the next hosting district or hosting committee no later than two months prior to the next assembly.
- To email a draft of the Assembly Agenda to the Area World Service Committee (AWSC) no later than one month prior to the Assembly.
- To include Area Assembly Policies document or website link along with Assembly Agenda to AWSC.
- To update the schedule of voting for Area Officers and Coordinators, positions have staggered three-year terms.
- To keep an updated list of policy decisions available for the GRs, Area Officers, and Coordinators.
- To be responsible at Assemblies for limiting independent discussion (e.g., one three-minute statement per speaker), with a volunteer timekeeper.
- To update the WSO AWSC Update form and send it to WSO.
- To attend all Area Assemblies and Area World Service Committee (AWSC) meetings. The Chair has a voice and a vote at AWSC meetings, and a voice only at Area Assemblies unless also a GR.
- To maintain a working email account and phone number, and be willing and able to communicate with all AWSC members.
- To use WSO's AFG Connects ECommunities relevant to the position (WSO will provide you access to AFG Connects ECommunities).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the proper fiscal quarter.
- In August, provide the Area Treasurer with the dollar amount they'd like their budget to be in the next fiscal year.
- To maintain a file (digital or paper) of Area Chair procedures which will be turned over to the next Area Chair.
- To mentor the next Trusted Servant when a that person begins service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org, resources](http://al-anon-ak.org/resources)) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines)

### **Qualifications**

- Any willing, active member with an understanding of the Al-Anon program and the Twelve Traditions can serve. Must reside in Area 63.

## **AREA SECRETARY**

### **Description:**

The primary duties of the Area Secretary position are to take notes and receive reports at Area meetings and Assembly and disseminate that information to Group Representatives (GRs), District Representatives (DRs), Area Officers and Area Coordinators

### **Duties of the Area Secretary are:**

- To work with the Area Group Records Coordinator to maintain current contact info for all GRs, DRs, Area Officers and Area Coordinators.
- To send out notices of all Assembly and Area World Service Committee (AWSC) meetings.
- Prior to Assembly, to make available (electronically or hard copies) the most current version of the *Alaska Area Policies* to all Assembly members (GRs, DRs, Area Officers and Area Coordinators, plus extra copies for observing Al-Anon members).
- At Assembly meetings:
  - To call roll of all voting members, Area Officers and Area Coordinators.
  - To include roll call in the minutes, listing Area Committee members, Area Officers, GR's, DR's and observing Al-Anon members by name and group/district represented.
  - To receive Assembly reports from Area Coordinators and Officers to be included with minutes.
- When completing minutes to distribute, to list motions within the body of the minutes as well as separately at the end.
- To send out unapproved minutes and reports to all pertinent members (via groups.io mass email, or to AWSC members after AWSC meeting) and Archives within one month after Assembly or AWSC meeting.
- To maintain an Area Trusted Servants contact list and send out with unapproved minutes after assemblies.
- To maintain electronic or hard files of all documents from Area and AWSC meetings during term of service.
- After review, corrections, and vote for adoption of the minutes at the subsequent Assembly, to send approved copy of minutes and reports to the archives. If there is no current Archive Coordinator, keep approved minutes and reports in electronic or hard files to be passed along to Area Secretary successor.
- To update the current *Alaska Area Policies* document with new policies and updates, as voted on and passed during Assemblies.
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the proper fiscal quarter.
- In August, to provide the Area Treasurer with the dollar amount they'd like their budget to be in the next fiscal year.
- To use the email [areasecretary63@gmail.com](mailto:areasecretary63@gmail.com) (information will be passed along to you) in all Area communication.
- The Secretary has a voice and a vote at AWSC meetings, but only a voice at Area Assemblies unless also a GR (see below regarding dual members of AA and Al-Anon).
- To mentor the next Trusted Servant when a new Trusted Servant begins service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org, resources](http://al-anon-ak.org/resources)) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines)

### **Qualifications:**

- The ability to take notes in real time either by hand or on an electronic device. The secretary also has the option to ask for the meeting to be recorded (all recordings must be deleted after completion of that Assembly's minutes).
- Any willing, active member with an understanding of the Al-Anon program and the Twelve Traditions can serve. May also be a member of Alcoholics Anonymous (with voice and no vote at AWSC and Assemblies).

## **AREA TREASURER**

### **Description**

The Area Treasurer handles all of the Area's monetary contributions, funds, bills and Officers/Coordinators expenses. The primary responsibility is to ensure there are ample funds to send the Area Delegate to the WSC, and to maintain a prudent reserve of funds.

### **Duties of the Area Treasurer are:**

- To make sure the Equalized Expense (or different amount voted for by GR's) for the Delegate to attend the WSC is paid no later than the end of the calendar year.
- To reimburse expenses incurred by Area Officers and Coordinators promptly upon presentation of receipts.
- To receive, track and deposit monetary contributions from the Area's groups and districts.
- To reconcile checking account bank statements monthly.
- To prepare the annual proposed Fiscal Year Budget for review by the Fall Area Assembly, and to be prepared to make on-the-spot changes thereto in accordance to the members' discussions.
- To prepare and circulate quarterly, semi-annual, year-to-date, and annual financial reports to the AWSC and Assemblies. These reports are self-generating in Excel.
- To frequently check the email account for questions or emailed receipts from members.
- To attend all Area Assemblies and Area World Service Committee (AWSC) meetings. The Treasurer has a voice and a vote at AWSC meetings, and only a voice at Area Assemblies unless also a GR.
- To provide a written and/or oral report at Area Assemblies.
- To maintain a working email account and phone number, be willing and able to communicate with all Area and AWSC members.
- To use WSO's AFG Connects ECommunities relevant to the position (access to AFG Connects ECommunities will be provided to you by the WSO).
- To maintain a file (digital or paper) of Area Treasurer procedures which will be turned over to the next Area Treasurer.
- To mentor the next Trusted Servant when that person begins service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual (al-anon-ak.org, resources) or (al-anon.org, Members, Member Resources, Manuals and Guidelines)
- "Al-Anon Guidelines" pamphlet G-41 (<https://al-anon.org/pdf/G41.pdf>)

### **Qualifications**

- Possession of strong computer skills.
- Familiarity with Excel program, or willingness and ability to learn it.
- Reliable email/internet connectivity.
- Any willing active member with an understanding of the Al-Anon program and the Twelve Traditions may serve. May also be a member of Alcoholics Anonymous (with a voice and no vote at AWSC and Assemblies).

## **WORLD SERVICE DELEGATE**

### **Description**

The primary responsibility of the Delegate is to attend the yearly World Service Conference (WSC) to bring the views, information and spirit of worldwide Al-Anon back to the Area. The Delegate also channels information throughout the year from World Service Office (WSO) to the Area as well as from the Area back to WSO when requested or needed. In addition, the Delegate supports the service structure in the Area whenever possible. It is important to have, become familiar with, and refer to the most current Al-Anon/Alateen Service Manual.

### **Duties of the World Service Delegate are:**

- To Attend the WSC each year during 3-year Panel.
- To Access and use WSO's AFG Connects ECommunities relevant to the position (access to AFG Connects Communities will be provided to you by WSO).
- To prepare for WSC by reading information sent from WSO (via AFG connects and email) and responding in a timely manner to communication from WSO when requested.
- To participate in discussions and vote on policy matters relating to Al-Anon at WSC, with the understanding that the Delegate is a "...servant to Al-Anon as a whole."\*
- To keep the Alternate Delegate informed in case they are needed to step in and attend WSC.
- To prepare the Delegate's Report of the WSC to be presented at the next Assembly following WSC, providing DRs and GR's with first-hand information.
- To volunteer for and participate in WSC committees each year (may decline if not able).
- To attend the Northwest Regional Delegates Meeting (NWRDM) in the first and third year of panel, at a minimum (travel costs are provided by Area for those years).
- To assist Area Coordinators in connecting with and obtaining information from the World Service Office should they need it.
- If there is an absence in a Coordinator position, to monitor the AFG e-community for that position and be a conduit for information from WSO, as well as attending the quarterly Coordinator meetings held by WSO for that position when able to.
- To attend District meetings in Area when able to.
- To check email regularly and respond in a timely manner. It is suggested to create an email for your position/panel, i.e. [Alaskapanel80@gmail.com](mailto:Alaskapanel80@gmail.com).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the proper fiscal quarter.
- To attend all Area Assemblies and Area World Service Committee (AWSC) meetings. The Delegate has a voice and a vote at AWSC meetings, but only a voice at Area Assemblies.
- To mentor the next Delegate when they begin service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org, resources](http://al-anon-ak.org/resources)) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines)

### **Qualifications:**

- Must have done or be presently doing service as a DR, GR, Officer or Coordinator at Area level.
- Delegate must primarily reside in Alaska (effective 12/31/25).
- Cannot be a member of Alcoholics Anonymous.
- Must be able to prepare written reports and presentations, meet deadlines, and do their best to communicate promptly and effectively.

## **WORLD SERVICE ALTERNATE DELEGATE**

### **Description**

A World Service Alternate Delegate is elected to work closely with the World Service Delegate, to participate in Area world service activities and to replace the World Service Delegate if the latter cannot fulfill their three year term.

### **Duties of the World Service Alternate Delegate are:**

- To be willing and able to attend the World Service Conference (WSC) if the World Service Delegate is unable to attend.
- To be willing and able to fulfill the duties of a World Service Delegate in the event the World Service Delegate is unable to complete their term.
- To be willing and able to attend the Northwest Regional Delegate Meeting (NWRDM) the second year of the panel or if the World Service Delegate is unable to attend the first or third year.
- To attend all Area Assemblies and Area World Service Committee (AWSC) meetings. The Archives Coordinator has a voice and a vote at AWSC meetings, and a voice only at Area Assemblies unless also a GR.
- To provide a written and/or oral report at Area Assemblies.
- To maintain a working email account and phone number, and be willing and able to communicate with all AWSC members.
- To use WSO's AFG Connects ECommunities relevant to the position (access to AFG Connects ECommunities will be provided to you by the WSO).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the proper fiscal quarter.
- In August, provide the Area Treasurer with the dollar amount they'd like their budget to be in the next fiscal year.
- To maintain a file (digital or paper) of World Service Alternate Delegate procedures which will be turned over to the next World Service Alternate Delegate.
- To mentor the next Trusted Servant when a that person begins service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org](http://al-anon-ak.org), resources) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines)

### **Qualifications**

- Previously or currently serve as an Area Coordinator or DR. May not be a member of Alcoholics Anonymous.

## **AL-ANON AREA PROCESS PERSON (AAPP)**

### **Description:**

The AAPP position requires organizational abilities and communication skills (gentle, loving, and firm). The primary responsibilities are to complete recertification for all current Al-Anons Involved In Alateen Service (AMIAS) and Alateen groups by the WSO deadline of June 15<sup>th</sup> and to process new incoming AMIAS.

### **Duties of the Al-Anon Area process Person are:**

- To begin recertification process after the WSO recertification window is open in January for completion by June 15.
- To update Alateen Meetings in the Area by June 15.
- To participate in AMIAS interviews and process new AMIAS.
- To attend AMIAS Quarterly Meetings and Trainings for own certification and to verify that all AMIAS have attended required amount (at least 3 Trainings or AMIAS Quarterly Meetings in the past year starting from June 15<sup>th</sup> after the previous year--If AMIAS is in first year of service, they will need to attend remaining Quarterly Meetings/Trainings in that year).
- To store paper files received in the AAPP locked file box.
- To access and refer to the Alaska Area Safety and Behavioral Requirements (located in electronic records).
- To attend all Area Assemblies and AWSC meetings. The AAPP has a voice and a vote at AWSC meetings, but only a voice at Area Assemblies unless also a GR (see below if dual AA and Al-Anon member).
- To provide a written and/or oral report at area Assemblies.
- To maintain a working email account and phone number and be willing and able to communicate with all AWSC members.
- To use WSO's AFG Connects ECommunities relevant to the position (access to AFG Connects Communities will be provided to you by WSO).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the appropriate fiscal quarter.
- In August, to provide the Area Treasurer with the dollar amount they'd like their budget to be in the next fiscal year.
- To maintain a files (either digital or paper) of Al-Anon Area Process Person procedures which will be turned over to the next Al-Anon Area Process Person.
- To mentor the next Trusted Servant when that person begins service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org](http://al-anon-ak.org), resources) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines).

### **Qualifications**

- Must be a qualified AMIAS in the Alaska Area.
- May also be a member of Alcoholics Anonymous (with voice and no vote at AWSC and Assemblies).

## **AREA ALATEEN COORDINATOR**

### **Description:**

The Area Alateen Coordinator maintains the health of Alateen in Alaska by supporting the consistency and health of Alateen meetings, by encouraging Al-Anon members to be Al-Anons Members Involved in Alateen Service (AMIAS), and by participating in and coordinating outreach for Alateen.

### **Duties of the Area Alateen Coordinator are:**

- To access and refer to the Alaska Area Safety and Behavioral Requirements (located in electronic records).
- To access and refer to the WSO Alateen Service E-Manual:  
<https://al-anon.org/for-members/members-resources/manuals-and-guidelines/alateen-service-e-manual/>
- To schedule and facilitate four AMIAS Quarterly Meetings and at least 2 trainings a year.
- To communicate with each Alateen group's AMIAS scheduler. Fill in and/or sign up to be an AMIAS at Alateen groups if able.
- To check Alateen Coordinator email regularly ([akalateencoord@gmail.com](mailto:akalateencoord@gmail.com)) and return email correspondence and phone calls in a timely manner.
- To communicate and coordinate with Area Alateen Process Person (AAPP) regarding trainings and recertification.
- To support AMIAS and Alateens when issues arise with Alateen meetings.
- To participate in Alateen Outreach (coordinate with District Outreach Coordinator).
- To support and encourage opportunities for Alateen fellowship and service outside of meetings when possible, such as Alateen workshops (sometimes called "camps") and participation in Al-Anon events.
- To attend all Area Assemblies and AWSC meetings. The Alateen Coordinator has a voice and a vote at AWSC meetings, but only a voice at Area Assemblies unless also a GR (see below if dual AA and Al-Anon member).
- To provide a written and/or oral report at Area Assemblies.
- To maintain a working email account and phone number, and be willing and able to communicate with all AWSC members.
- To use WSO's AFG Connects ECommunities relevant to the position (access to AFG Connects Communities will be provided to you by WSO).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the proper fiscal quarter.
- In August, to provide the Area Treasurer with the dollar amount they'd like their budget to be in the next fiscal year.
- To mentor the next Trusted Servant when a new Trusted Servant begins service.
- To maintain a file (either digital or paper) of Area Alateen Coordinator procedures which will be turned over to the next Alateen Coordinator.
- To mentor the next Trusted Servant when that person begins service.

### **Helpful Resources**

- See current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org, resources](http://al-anon-ak.org/resources)) or ([al-anon.org, Members, Member Resources, Manuals and Guidelines](http://al-anon.org/Members/MemberResources/ManualsandGuidelines)).
- "Al-Anon Guidelines" pamphlet G-24 (<https://al-anon.org/pdf/G24.pdf>).

### **Qualifications:**

- Must be a certified AMIAS in AK Area.
- May also be a member of Alcoholics Anonymous (with voice and no vote at AWSC and Assemblies).



## **AREA ARCHIVES COORDINATOR**

### **Description**

The Area Archives Coordinator is responsible for the preservation and maintenance of Al-Anon Area 63's records and archives for historical reference.

### **Duties of the Area Archives Coordinator are:**

- To maintain Area 63 records, either digitally or physically in acid-free folders, boxes or photo sleeves. Such records would include but are not limited to minutes and reports from Assembly and AWSC meetings (e.g., Delegate and Coordinator reports, flyers, agendas, etc.)
- To be familiar with and/or willing to learn how to scan documents onto computer.
- To attend all Area Assemblies and Area World Service Committee (AWSC) meetings. The Archives Coordinator has a voice and a vote at AWSC meetings, and a voice only at Area Assemblies unless also a GR.
- To provide a written and/or oral report at Area Assemblies.
- To maintain a working email account and phone number, and be willing and able to communicate with all AWSC members.
- To use WSO's AFG Connects ECommunities relevant to the position (access to AFG Connects ECommunities will be provided to you by the WSO).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the proper fiscal quarter.
- In August, provide the Area Treasurer with the dollar amount they'd like their budget to be in the next fiscal year.
- To maintain a file (digital or paper) of Area Archive Coordinator procedures which will be turned over to the next Archives Coordinator.
- To mentor the next Trusted Servant when a that person begins service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org, resources](http://al-anon-ak.org/resources)) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines)
- "Al-Anon Guidelines" pamphlet G-30 (<https://al-anon.org/pdf/G30.pdf>)

### **Qualifications**

- Any willing, active member with an understanding of the Al-Anon program and the Twelve Traditions can serve. May also be a member of Alcoholics Anonymous (with voice and no vote at AWSC and Assemblies).

## **AREA GROUP RECORDS COORDINATOR**

### **Description**

The Area Group Records Coordinator (GRC) is the “keeper” of our Area group and meeting information, maintaining current information of all meetings, contact information, GRs, DRs, Officers and Coordinators, and often serves as a go-between for the WSO, Website Coordinator, Districts and Groups.

### **Duties of the Area Group Records Coordinator are:**

- To communicate with individual groups, ideally at least once a year, to make sure their information remains current and their group remains open.
- To frequently check emails for information from Groups regarding changes to their meetings; to pass this information on to the Website Coordinator; to encourage the Group to advise the WSO of updates via the Al-Anon Group Records Change form, either by email or US mail.
- To advise the WSO of current information for the Worldwide Al-Anon Offices and Al-Anon Information Services contact page.
- To attend all Area Assemblies and Area World Service Conference (AWSC) meetings. The GRC has a voice and a vote at AWSC meetings, and a voice only at Area Assemblies unless also a GR.
- To provide a written and/or oral report at Area Assemblies.
- To maintain a working email account and phone number, and be willing and able to communicate with all AWSC members.
- To use WSO’s AFG Connects ECommunities relevant to the position (access to AFG Connects ECommunities will be provided to you by the WSO).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the appropriate fiscal quarter.
- In August, provide the Area Treasurer with the dollar amount they’d like their budget to be in the next fiscal year.
- To maintain a file (digital or paper) of Group Records Coordinator procedures which will be turned over to the next Group Records Coordinator.
- To mentor the next Trusted Servant when that person begins service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org, resources](http://al-anon-ak.org/resources)) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines)
- “Al-Anon Guidelines” pamphlet G-36 (<https://al-anon.org/pdf/G36.pdf>)

### **Qualifications**

- Possession strong computer skills.
- Reliable email/internet connectivity.
- Any willing, active member with an understanding of the Al-Anon program and the Twelve Traditions can serve. May also be a member of Alcoholics Anonymous (with voice and no vote at AWSC and Assemblies).

## **AREA LITERATURE COORDINATOR**

### **Description**

Area Literature Coordinators are a vital link in Al-Anon service, carrying the message of recovery and unity through Al-Anon Conference Approved Literature (CAL) to the Districts, groups, and members in their Areas.

### **Duties of the Area Literature Coordinator are:**

- To become well acquainted with all Conference Approved Literature (CAL).
- To provide information to the Area World Service Committee (AWSC) and District Reps (DR's) about new CAL and changes to existing CAL.
- To provide information about ordering CAL to DRs, GRs, and members.
- To act as a resource to the Area on CAL.
- To work with Public Outreach Coordinators or Committees when developing literature donations.
- To create displays of books, flyers and other materials at Area functions.
- To attend all Area Assemblies and Area World Service Committee (AWSC) meetings. The Archives Coordinator has a voice and a vote at AWSC meetings, and a voice only at Area Assemblies unless also a GR.
- To provide a written and/or oral report at Area Assemblies.
- To maintain a working email account and phone number, and be willing and able to communicate with all AWSC members.
- To use WSO's AFG Connects ECommunities relevant to the position (access to AFG Connects ECommunities will be provided to you by the WSO).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the proper fiscal quarter.
- In August, provide the Area Treasurer with the dollar amount they'd like their budget to be in the next fiscal year.
- To maintain a file (digital or paper) of Area Literature Coordinator procedures which will be turned over to the next Area Literature Coordinator.
- To mentor the next Trusted Servant when a that person begins service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org, resources](http://al-anon-ak.org/resources)) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines).
- "Al-Anon Guidelines" pamphlet G-6 (<https://al-anon.org/pdf/G6.pdf>).

### **Qualifications**

- Any willing, active member with an understanding of the Al-Anon program and the Twelve Traditions can serve. May also be a member of Alcoholics Anonymous (with voice and no vote at AWSC and Assemblies).

## **AREA PUBLIC OUTREACH COORDINATOR**

### **Description**

The Public Outreach Coordinator's primary responsibilities are to further Al-Anon's goals to attract newcomers to our Area's fellowship and to inform professionals in our Area who work with families and friends of alcoholics about the Al-Anon/Alateen program.

### **Duties of the Area Public Outreach Coordinator:**

- To become familiar with WSO's Public Outreach Toolkit (PO Toolkit) from the WSO's Public Outreach webpage: <https://al-anon.org/for-members/public-outreach/> .
- To encourage public outreach at the District/Group level through Al-Anon material, media, professionals, facilities and organizations
- To provide helpful ideas for the Districts to take to their groups to spread the word about Al-Anon to the general public.
- To facilitate the purchase of public outreach materials, including "Al-Anon Faces Alcoholism" for Area use in public outreach projects and events.
- To receive and distribute information and organize service projects at the Area level.
- To attend all Area Assemblies and Area World Service Committee (AWSC) meetings. The Public Outreach Coordinator has a voice and a vote at AWSC meetings, and a voice only at Area Assemblies unless also a GR.
- To provide a written and/or oral report at Area Assemblies.
- To maintain a working email account and phone number, and be willing and able to communicate with all AWSC members.
- To use WSO's AFG Connects ECommunities relevant to the position (access to AFG Connects ECommunities will be provided to you by the WSO).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the proper fiscal quarter.
- In August, provide the Area Treasurer with the dollar amount they'd like their budget to be in the next fiscal year.
- To maintain a file (digital or paper) of Area Public Outreach Coordinator procedures which will be turned over to the next Area Public Outreach Coordinator.
- To mentor the next Trusted Servant when a that person begins service.

### **Helpful Resources**

- See current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org](http://al-anon-ak.org), resources) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines).
- "Al-Anon Guidelines" pamphlet G-38 (<https://al-anon.org/pdf/G38.pdf>).

### **Qualifications**

- Any willing, active member with an understanding of the Al-Anon program and the Twelve Traditions can serve. May also be a member of Alcoholics Anonymous (with voice and no vote at AWSC and Assemblies).

## **AREA TECHNOLOGY COORDINATOR**

### **Description**

The Area Technology Coordinator is responsible for implementing and managing the audio/visual technology resources for the benefit of the Alaska AFG AWSC (Area World Service Committee) and Area Assemblies.

### **Duties of the Area Technology Coordinator are:**

- To manage Area audio-visual equipment (i.e., store, transport and set up equipment at Area Assemblies).
- To coordinate with Districts hosting Area Assemblies, to ascertain necessary hookups/wi-fi availability. This may require visiting the Assembly location prior to the Area Assembly.
- To train and supports all members of the AWSC on current video conferencing platform use, as needed.
- To present new technology and software/hardware updates to the AWSC, as needed.
- To attend all Area Assemblies and AWSC meetings. The Technology Coordinator has a voice and a vote at AWSC meetings, and only a voice at Area Assemblies unless also a GR.
- To provide a written/oral report at Area Assemblies.
- To maintain a working email account and phone number, and be willing and able to communicate with all AWSC members.
- To use WSO's AFG Connects ECommunities relevant to the position (access to AFG Connects ECommunities will be provided to you by the WSO).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the proper fiscal quarter.
- In August, provide the Area Treasurer with the dollar amount they'd like their budget to be in the next fiscal year.
- To maintain a file (digital or paper) of Area Technology Coordinator procedures which will be turned over to the next Technology Coordinator.
- To mentor the next Trusted Servant when that person begins service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org, resources](http://al-anon-ak.org/resources)) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines)

### **Qualifications**

- Possession of strong computer skills.
- Familiarity with current video conferencing platform, or willingness and ability to learn it.
- Reliable email /internet connectivity.
- Any willing active member with an understanding of the Al-Anon program and the Twelve Traditions may serve. May also be a member of Alcoholics Anonymous (with voice and no vote at AWSC and Assemblies).

## **AREA WEBSITE COORDINATOR**

### **Description**

The Website Coordinator is responsible for ensuring that all information on the Area Website is current. This service position ensures that anyone looking for an Al-Anon meeting in Alaska can the help they seek.

### **Duties of the Area Website Coordinator are:**

- To update meeting information on website as needed, and to pass on any updates to the Group Records Coordinator if an email has been sent directly from a group or member.
- To add flyers to “Upcoming Events” section of website as they are received and to promptly delete flyer from website once event has passed.
- To frequently review the website email account for emails from groups or members advising of meeting changes, and for questions from members or potential members about Al-Anon (If you have personal knowledge and can help them out, answer it. If you don’t, forward it to another AWSC member who may be better suited to assist),
- To work closely with John Schultz of HonorCoding. He is the designer of our website, and is able to troubleshoot or add improvements.
- To attend all Area Assemblies and Area World Service Committee (AWSC) meetings. The Website Coordinator has a voice and a vote at AWSC meetings, and only a voice at Area Assemblies unless they are also a GR.
- To provide a written and/or oral report at Area Assemblies.
- To maintain a working email account and phone number, be willing and able to communicate with all AWSC members.
- To use WSO’s AFG Connects ECommunities relevant to the position (Access to AFG Connects ECommunities will be provided to you by the WSO).
- To submit expenses to the Area Treasurer for reimbursement as soon as incurred, so the expenses get reported in the appropriate fiscal quarter.
- In August, to provide the Area Treasurer with the dollar amount they’d like their budget to be in the next fiscal year.
- To maintain a file (digital or paper) of Website Coordinator procedures which will be turned over to the next Website Coordinator.
- To mentor the next Trusted Servant when that person begins service.

### **Helpful Resources**

- Current version of Al-Anon/Alateen Service Manual ([al-anon-ak.org](http://al-anon-ak.org), resources) or ([al-anon.org](http://al-anon.org), Members, Member Resources, Manuals and Guidelines).
- “Al-Anon Guidelines” pamphlet (<https://al-anon.org/pdf/G40.pdf>).

### **Qualifications**

- Possession of strong computer skills.
- Familiarity with WordPress and Elementor programs, or willingness and ability to learn them.
- Reliable email /internet connectivity.
- Any willing active member with an understanding of the Al-Anon program and the Twelve Traditions may serve. May also be a member of Alcoholics Anonymous (with voice and no vote at AWSC at Area Assemblies).