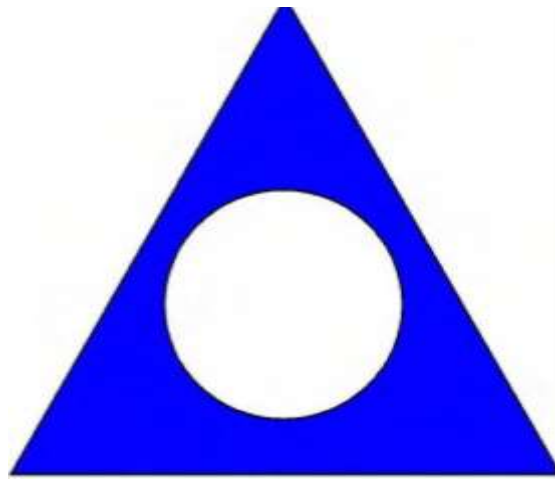


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CONNECTICUT AFG AREA SERVICE POSITIONS

INTRODUCTION

- The job descriptions are intended to emphasize work done within Connecticut to help our trusted servants better function within our Area.
- The AI-Anon/Alateen Service Manual and the AI-Anon Guidelines include more comprehensive information as well as additional duties beyond the scope of this document.
- The AI-Anon/Alateen Service Manual and the AI-Anon Guidelines may be used to provide guidance until the Assembly.
- The following positions are also members of WSO's AFG Connect or e-communities.

ELIGIBILITY FOR AWSC OFFICERS 'SERVICE POSITIONS

Beginning 11/2019 [until 11/25], the above is in effect for a 6-year trial term.

Per the motion made and passed at the November 2019 Fall Assembly, the following are the current eligibility requirements to become an Area Officer. All other AWSC service positions are open to active AI-Anon members.

1. DRs [District Representatives] who will have completed a 3-year term on December 31 of the election year.
2. Past DRs who have completed a 3-year term and who are currently active above the group level.
3. DRs who filled an unexpired term for at least 2-years of a 3-year term and are currently active at the Area level.

SERVICE TOOLS AND HELPFUL INFORMATION

- Owns, studies, and refers to the AI-Anon/Alateen Service Manual;
- Refers to Conflict Resolution guide to solve problems and maintain unity;
- Uses Knowledge Based Decision Making (KBDM)
- Member of AFG Connects
- Refers to myriads of information on ctalanon.org website—under member information;
- Including obtaining a service sponsor (page 45)
- Has service sponsor to guide in applying Traditions, Concepts, and Warranties;
- Communicates with previous/past officers and coordinators for ESH;
- Able to stay within budget;
- Refers to and updates digital or written workbooks detailing tasks;
- Has computer skills;
- attends all Assemblies, AWSC meetings and District meetings to pass information on, thus
- sharing and receiving ESH.

SERVICE SPONSOR

It is strongly recommended that every Al-Anon/Alateen member utilize a Service Sponsor. A Service Sponsor is a guide a member in applying the Traditions and Concepts of Service and shares experience, strength and hope while giving service to Al-Anon. Service Sponsorship helps both the Service Sponsor and the person who is sponsored to acquire new skills while being in an example.

AREA ASSEMBLY (Click to access G-8a, G-8b, G-11, G-27, G-41)

Business Meeting

- Assemblies --the 2nd Saturday of June and 2nd Saturday of November.
- Dates and locations determined by Host Committee, Area Officers, AWSC;
- Elects Delegate to WSC and other Area Officers every three years.
- Delegate reports on WSC activities at June Assembly;
- Receives, distributes reports on Area and World Service activities, and other Area business.
- Workshops may be planned by Alternate Delegate prior to Assembly.

Host Committee

- Comprised of two districts on a rotating basis.
- Determines room(s) set up.
- Determines what equipment is needed for either translation and/or visualization.
- Determines how food is provided.
- Information from previous Assemblies passed on to current host.
 - o Information on Google docs under Area Business

GRs have voice and vote.

- If GR is not present, Alternate GR has voice and vote;
- If Alternate GR is not present, a member with a properly executed proxy has vote;
- Proxies presented to the Area Secretary by DR prior to start of Assembly;
- Officers, Coordinators, DRs, and Al-Anon members and invited guests have voice only;
- Al-Anon/Alateen Service Manual provides detailed information for Assemblies.

GROUP REPRESENTATIVE (GR) (See G-8a, G-8b, G-11, G-27, G-41)

Elected by group members for a three-year term.;

- Must have Al-Anon as a primary program [not a dual member]
- Attends District and Area Assembly meetings with voice and vote;

- Votes group conscience; votes personal conscience if added information is presented;
- Serves as a communication link between the group, district, and Assembly;
- Encourages personal and group subscriptions to The Forum;
- Keeps the Alternate GR involved and informed of all group, district, and Area Activities;
- Informs group members of group responsibilities to District, Area, and WSO to be self-supporting through (Tradition Seven);
- Encourages members participation through service (Concept Four);
- Ensures that the group has a Current Mailing Address (CMA);
- Ensures completion and return of annual group data sheet to WSO;
- Fulfills such other duties as may be determined by the group's autonomy in keeping with AI-Anon/Alateen principles;
- Alternate GR supports the GR and adheres to the above duties, has a voice and vote if the GR is not present, prepared to complete GR's term is unable to do so.
- Related WSO Guidelines - AI-Anon/Alateen Service Manual.

DISTRICT REPRESENTATIVE (DR) (See G-15, G-37, G-41)

- Elected by GRs at District meetings for a three-year term;
- Attends District, AWSC Meetings. and Area Assemblies (has voice and vote at AWSC meetings-has voice only at Assemblies).
- Prepares GRs for Area Assembly meetings;
- Calls and chairs District meetings following each AWSC;
- Keeps the Alternate DR involved and informed of district and Area activities;
- Serves as a communication link between the groups and the Connecticut Area and WSO;
- Helps the GRs understand and apply the Traditions and Concepts of Service;
- Visits each group in his/her district during their term of service.;
 - o Related WSO Guidelines - AI-Anon/Alateen Service Manual
- Checks the Current Mailing Address (CMA) with each GR ensuring accuracy that group is receiving mail from WSO.
- Maintains list of current Answering Service volunteers and checks for accuracy;
- Is a member of the current World Service Office (WSO) electronic community for DRs (AFG Connects);
- Fulfills such other duties as may be determined by the district's autonomy in keeping with AI-Anon/Alateen principles as outlined in the AI-Anon/Alateen Service Manual (pages 147)
- and Connecticut Alateen Policies and Procedures.
- Notifies Group Records Coordinator to register a new group and/or amend exiting group records.

AREA WORLD SERVICE COMMITTEE (AWSC)

The primary function of the Area World Service Committee (AWSC) is to plan for the general improvement of both the Assembly and the groups. The AWSC is composed of Area Officers, District Representatives or their elected alternates, Coordinators and Liaisons.

AWSC – Links of Service – all must be active members of Al-Anon

- Delegate
- Alternate Delegate
- Chairperson
- Secretary
- Treasurer
- District Representative (DR)
- Alternate District Representative (Alt. DR)
- Group Representative (GR)
- Alternate Group Representative (Alt. GR)

Coordinator/ Liaison:

- | | |
|---|----------------------|
| • AA Liaison | • Literature / FORUM |
| • Alateen Coordinator | • Public Outreach |
| • Area Alateen Processing Person (AAPP) | • Spanish Groups |
| • Answering Service | • Technology |
| • Archives | • Website |
| • Group Records | |

Events:

- AA Liaison (events include AA Convention, Soberfest, Roundup, CSCYPAA, Rompiendo Fronteras/ Breaking Frontiers)
- Al-Anon Convention Chair
- Al-Anon Convention Co-chair (also chairs Serenity Breakfast)
- Al-Anon Workshop

Other (Refer to CTalanon.org website)

- Literature Distribution Center (LDC)
- Board of Directors
- Group World Meeting signup.
- Guidelines for flyers, posters, and web communication
- Permanent electronic Policies and Procedures

AREA OFFICERS

DELEGATE

Elected by the November election Assembly every three years by two-thirds majority votes. Has voice and vote at all AWSC meetings and voice only at assemblies. Is familiar with the service manual prior to standing for position. Eligibility: DRs [District Representatives] who will have completed a 3-year term on December 31 of the election year. Past DRs who have completed a 3-year term and who are currently active above the group level. DRs who filled an unexpired term for at least 2-years of a 3-year term and are currently active at the Area level. Thoroughly familiar with the Service Manual throughout their term of service.

- Attends AWSC & Area Assembly meetings.
- Standing member of all committees with voice but no vote.
- Represents all groups in the Area by attending the annual World Service Conference (WSC).
- Is the primary communication link between the groups and the WSO.
- Brings issues of concern to the attention of the Conference.
- Brings the Area views and spirit of the Al-Anon Family Groups back to the Area by giving the Conference Report at the June Assembly.
- Bring the Area's viewpoint on matters affecting the entire fellowship to the Conference to return with a broader perspective of Al-Anon as a whole.
- Bridge of understanding that links the groups in the Area with world Al-Anon to help them continue to function in unity.
- Provides ongoing information to the AWSC and the Assembly from the WSO.
- Appoints Area Coordinators subject to the approval of the AWSC.
- Throughout term visits AWSC district's meetings at least once during his/her term.
- Has a credit check as a bonded signatory of the AWSC checking account.
- Is a member of the current WSO electronic community (AFG Connects) for Delegates.
- Needs access to a computer and familiarity with email and accessing internet information, including WSO File Exchange for information pertaining to Alateen, Group Records, Archives, Public Outreach and WSC; computer sufficient in all programs.
- Fulfills such other duties as may be determined by the Area Assembly autonomy in keeping with Al-Anon/Alateen principles as outlined in the Al-Anon/Alateen Service Manual.
- Appointing chairs of the Thought Force or Task Force
- Serves on WSO Committees Though Force or Task Force
- Attends WSO Presentations quarterly on AFG Connects.
- Present the annual budget request to the Area Treasurer and attend Area Budget

- meeting
- Mentors incoming new Delegates as assigned by WSO.
- Updates job description at the end of their term and submits to AWSC Area Secretary.

ALTERNATE DELEGATE

Elected by the November election Assembly every three years by two-thirds majority votes. Has voice and vote at all AWSC meetings and voice only at assemblies.

Eligibility Criteria: DRs [District Representatives] who will have completed a 3-year term on December 31 of the election year. Past DRs who have completed a 3-year term and who are currently active above the group level. DRs who filled an unexpired term for at least 2-years of a 3-year term and are currently active at the Area level. Thoroughly familiar with the Service Manual throughout their term of service.

- Attends AWSC & Area Assembly meetings.
- Is a standing member of all committees and may attend meetings with voice but have no vote.
- Works alongside the Delegate in communicating with groups.
- Acquaints him/herself with all the Delegate's duties.
- Plans Assembly workshops or action committees.
- Visits Area groups and/or district meetings as possible.
- Present the annual budget request to Area Treasurer and attend Area Budget meeting
- May be appointed as Area Chairperson if a vacancy arises.
- Completes Delegate's term if the Delegate is unable to do so.
- Has a credit check as a bonded signatory of the AWSC checking account.

CHAIRPERSON

Elected by simple majority at the November Election Assembly every three years. Has voice at all meetings and reserves votes at AWSC and assemblies in the event of a tiebreaker. Eligibility: DRs [District Representatives] who will have completed a 3-year term on December 31 of the election year. Past DRs who have completed a 3-year term and who are currently active above the group level. DRs who filled an unexpired term for at least 2-years of a 3-year term and are currently active at the Area level. Thoroughly familiar with the Service Manual throughout their term of service.

- Requires strong leadership and organizational skills.
- strong computer and technical skills.
- effective communication skills and the ability to work as a team member.
- Establishes AWSC meeting dates and locations.

- Sets the agenda for AWSC meetings and Assemblies in consultation with Area Officers.
- Chairs all AWSC meetings and Assemblies.
- Appoints a DR to temporarily fill any open or unfilled Officer position until an Assembly can be called.
- Forms committee to review BOD applicants for qualification only and forwards recommendations to Delegate.
- Attends WSO Presentations on AFG Connects
- Ensures notification meeting cancellations or delays.
- Present the annual budget request to Area Treasurer and attend Area Budget meeting
- Has credit check as a bonded signatory of the AWSC checking account.
- Is a member of the current WSO electronic community (AFG Connects) for Chairpersons.
- Has a credit check as a bonded signatory of the AWSC checking account.

SECRETARY

Elected by simple majority at the November Election Assembly every three years. Has voice and vote at all AWSC meetings, but only voice at Assemblies Compiles and updates CT Area Contact Mailing list of all District Representatives (DRs), Area Officers, Coordinators, and Past Delegates.

- Must be computer proficient, detailed oriented and able to multi-task.
- Takes minutes at AWSC meetings, Assemblies, Budget Meeting and transcribes and distributes in a timely manner.
- Keeps a count of voting members and guests at meetings.
- Sends approved minutes to Website coordinator for posting.
- Accurately records all motions and maintains a continuous Motion Record.
- Annually updates Motion Record and sends to Website coordinator to be posted on website.
- Reaffirming the accuracy of WSC Area 7 roster with WSO.
- Emails agenda and minutes to AWSC members prior to meeting.
- Make reservations for agenda meeting place if directed by Area Chair;
- Reviews and serves as a conduit for distribution of all flyers and posters.
- Responsible for all background checks including but not limited to all potential AMIAS, sponsors whose credit check has expired (9 years) and all signatories of Area checking accounts;
- Has credit check as a bonded signatory of the AWSC checking account.
- Maintains AWSC Minute archives and retrieves from storage if necessary.
- Present the annual budget request to Area Treasurer and attend Area Budget meeting
- Updates job description and submits to AWSC Area Secretary

TREASURER (See G-41)

Elected by simple majority at the November Election Assembly every three years. Has a voice and vote at all AWSC meetings, but only voice at Assemblies.

- Must have basic knowledge of bookkeeping and related computer skills.
- Oversees all collections, contributions, and reserve funds.
- Pays bills for all expenditures authorized by the AWSC.
- Has credit check as a bonded signatory of the AWSC checking account.
- Ensure that the four officers who are authorized to sign checks have completed appropriate bank forms as two signatures are required on all checks;
- Make a written financial report on the AWSC meetings and Assemblies;
- Reports on status of the Reserve Fund at each Assembly;
- Assists in providing insurance certificates for functions authorized by AWSC.
- Assist in providing Tax Exempt forms for needs authorized by AWSC.
- Provides a fiscal summary of group & district contributions at the Spring and Fall Assembly.
- Chairs annual Budget meeting and prepares the proposed budget to present at next AWSC meeting and Fall Assembly.
- Prints contribution cards and envelopes for DRs.
- Obtain and pay for AWSC post office box.
- Orders Name Badges for AWSC Members and Alateen Sponsors.
- Forwards "Equalized Expenses" to WSO by December 31st.
- Present the annual budget request to AWSC.
- Attends Presentations from WSO on AFG Connecticut
- Is a member of the current WSO electronic community (AFG Connects) for Treasurers;
- Prepares and submits financial information for the federal income tax filing to the Board of Directors' Treasurer.
- Prepare a special appeal letter to be sent at least once a year to all groups asking to contribute to the Area treasury to cover Assembly expenses,

PAST DELEGATES

- Provides service experience by attending Area meetings and Assemblies with voice only.
- May serve as a Thought Force or Task Force committee member, special project coordinators, and may fulfill other services as requested by the Area.
- Annually they may attend North East Regional Delegates (NERD) meetings and are currently WSO electronic community for Past Delegates.

- May serve as an ad hoc committee member, special project coordinator and may fulfill other service as requested by the Area;
- Is a member of the current WSO electronic community for Past Delegates.
- Source of information to the membership.
- Prepares budget for submission to Area Treasurer.

COORDINATORS AND LIAISONS

- *Are appointed by the Delegate and confirmed by the AWSC.*
- *They have voice and vote at the Area meetings but only voice at the Assemblies,*
- *All Coordinators primary program is Al-Anon program unless serving as a Group Representative.*
- *Attend all AWSC and Assembly meetings.*

AA EVENTS LIAISON [COORDINATOR] (See G-7; G-3, G-31)

- Attends all AWSC meetings and Assemblies;
- Obtains dates of events and chairs from AA officers or AA Area 11 website;
- Obtains chairperson and alternate chairperson for each event;
 - o May create subcommittees to assist in events and appoint chair of committee.
- Encourages attendance at AA planning meetings;
- Encourages volunteer participation—provides support for each chair and event;
- Provides information on each event to the Area Secretary who will inform district groups;
- Contacts Literature coordinator to arrange for literature to display and sell;
- Contact Public Outreach and Archives to arrange for representation of the Al-Anon/Alateen program.
- Available to the chairperson to answer questions and provide financial support;
- Attends events when possible;
- Present the annual budget request to Area Treasurer and attend Area Budget meeting
- Payment for mileage for chair and co-chair of each event;
- Registration for event for chair, co-chair, Al-Anon, and Alateen keynote speakers; One night lodging for chairperson and Al-Anon/Alateen keynote speaker;
- Gift for keynote speakers.

ALATEEN COORDINATOR (See G-24; other related guidelines G-5, G-16, G-19, G-24. G-34, G-20)

- Al-Anon member involved in Alateen Service (AMIAS).
- Familiar with the policies and guidelines for activities and events with Alateen

involvement;

- Strong computer skills and access Microsoft Word and other necessary programs as required.
- Effective communication skills.
- Fosters awareness that both Alateen and Al-Anon are one and the same and not separate entities;
- Works with Area Alateen Processing Person (AAPP) to update training material for monthly and yearly workshops for all Group sponsors/AMIAS.
- Checks that regular and potential sponsors are following links of service with DR, AAPP, and Area Secretary for background checks.
- Removes inappropriate or non-conforming sponsors and/or group;
- Liaison between the Area and sponsors; between Area, WSO and with AAPP;
- Liaison between AAPP and Group Records Coordinator to maintain a list of Alateen Groups and schedules;
- Works with AAPP in annual re-certification of Alateen forms and WSO based on Connecticut's policies.
- Attends all required WSO training and participates in Webinar with WSO as required;
- Responsible for training of all AMIAS in Connecticut yearly.
- Provides Alateen keynote speakers with recovery for major CT Alateen/Al-Anon and AA events;
- Coordinates October Alateen Awareness Month;
- Is a member of the current WSO E-Communities (AFG Connects) for Alateen Coordinators;
- Present the annual budget request to Area Treasurer and attend Area Budget meeting
- Fulfills duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles.

AREA ALATEEN PROCESS PERSON [AAPP] Al-Anon member involved in Alateen Service (AMIAS);

- Is Area's designated Alateen contact with WSO Group Records Department regarding Alateen required forms and processes all Alateen group and AMIAS information for the Area;
- Collaborates with the Alateen Coordinator regarding distribution and submission of
- Alateen forms and WSO Group Records reports;
- In March, the AAPP initiates the re-certification process for all AMIAS submits re-certification documents to WSO by the deadline of June 15 for annual recertification.;
- Attends all required WSO training and participates in Webinar with WSO as required

- Works with the Alateen Coordinator to review and sign all appropriate re-certification documents based on CT Alateen policies;
- Notifies the Alateen Coordinator and DR with AMIAS or Alateen Group is no longer certified;
- Provides every new AMIAS with Form B and registers them with WSO;
- Keeps an up-to-date contact list and provides it to all AMIAS;
- Processes all new Alateen Groups or Group changes with Alateen Coordinator, AWSC designee, Area Website Coordinator, AWSC Group Records, and WSO;
- Visits new districts and participates in Alateen workshops and training/development programs;
- Assists the Alateen Coordinator in monthly Area Sponsors 'meetings.
- Reviews reports listing all registered Alateen groups in your Area. These are available "on demand" via the WSO Online Group Records.
- Present the annual budget request to Area Treasurer and attend Area Budget meeting
- Is a member of the current WSO E-Communities (AFG Connects) for AAPP.
- Updates job description at end of their term and submits to AWSC Area Secretary.

ANSWERING THE SERVICE COORDINATOR

- Maintains Google Voice as Area Answering Service;
- Coordinator's phone number is main device number connected to Google Voice;
- Maintains Google Voice number 1-888;
- Fulfills duties as may be determined by Area Assembly autonomy in keeping with Al-Anon/Alateen principles;
- Meets with Google Voice representative as needed;
- Is backup to answer calls;
- Creates a subcommittee of volunteers and trains new volunteers; reviews and updates contact list;
- Reviews call reports from answering service, which review number of monthly calls, volunteers, and phone numbers;
- Sends updated volunteer contact list to Google Voice, grouped by towns;
- Instructs volunteers to contact Coordinator with questions—i.e., starting meetings, Alateen, referrals;
- Asks DRs to update list of volunteers in their districts;
- Sends flyers to AWSC, Assemblies, and Website to request new volunteers;
- Is a member of the current WSO electronic community for Answering Service Coordinators.
- Present the annual budget request to Area Treasurer and attend Area Budget meeting.

- Updates job description at end of their term and forwards to the AWSC Secretary.

ARCHIVES COORDINATOR (See G-30)

- When possible, attends and displays archives (or designates another) at Al-Anon events and AA Events with Al-Anon participation.
- Creates a subcommittee of volunteers to assist as needed for event displays.;
- Collects and preserves flyers, audio and video tapes, photographs (with permission), programs, correspondence, and electronic media from area;
- Back-up material on the 'cloud' or on flash drives
 - o May utilize special workers/companies to scan material;
- Maintains and organizes storage of archival materials at Connecticut's Al-Anon Family Groups (AFG) office;
- Uses common sense what is of historical value, what will be history in the future, and what can be discarded;
- Established policies and procedures for the CT AFG Archives;
- Maintains final responsibility and authority for the use of the archives;
- Must have computer access to check WSO Exchange file on regular basis; *Suggested categories of What to Keep and What to Build on:*
- Is a member of the current WSO electronic community (AFG Connects) for Archives Coordinators.
- Attends all required WSO training and participates in Webinar with WSO as required
- Present the annual budget request to Area Treasurer and attend Area Budget meeting
- Updates job description at the end of their term and submits it to the AWSC Secretary.

Suggested categories of What to Keep and What to Build on:

- Minutes of the Area Committee and Assembly Meetings and Minutes of the Board of Director's Meeting, and Group histories;
- Longtime member interviews and recordings
- Directories-Area and local;
- Fliers for Group Anniversaries, Assemblies, conventions, or events;
- Locally produced public information literature for presentation or educational purposes;
- CT contributions to The Forum or Alateen Talks or Area approved publications;
- Conference Approved Literature with pioneer autographs that commemorate local events; •

GROUP RECORDS COORDINATOR (See G-36)

Requires computer proficiency - Excel program necessary, accurate typing, proofreading skills

and detailed oriented.

- Requires computer proficiency – Excel program necessary, accurate typing, strong proof-reading skills, and must be detailed oriented.
- Keeps meeting information up to date and accurate;
- Works with designated individuals from each district to ensure the update process works smoothly.
- Is a member of the current WSO E-Communities (AFG Connects) Accesses WSOs Exchange file for updated information and makes sure that all group changes are accurately entered;
- Attends all required WSO training and participates in Webinar with WSO as required
- Upon receipt of biannual WSO spreadsheets, checks for accuracy with Web site and schedules and provides printout to delegate and each DR;
- Informs the Website Coordinator of changes to update the Area website; provides updated Contact information to the Answering Service Coordinator.;
- Works with groups, districts, district record contacts, website coordinator and WSO to resolve record questions/problems/discrepancies.
- Annually updates area schedule meeting information to Website Coordinator for the members' page.
- Is a member of WSO electronic community (AFG Connects) for Group Records.
- Present the annual budget request to Area Treasurer and attend Area Budget meeting.
- Updates job description at end of their term and submits to AWSC Secretary

LITERATURE/FORUM COORDINATOR (See G-6, G-31, G-32, G-38)

- Serves as a communication link between the WSO and Connecticut Area.
- Acts as a resource for the Area on Conference Approved Literature (CAL) including but not limited to Public Outreach displays and donation programs for libraries, schools, etc.
- Works with Public Outreach Coordinator in developing literature donation projects, e.g., donations of AIAnon material to libraries, schools, hospitals, correctional facilities, courts, and professionals.
- Reads & becomes familiar with AI-Anon/Alateen literature.
- Keeps a copy of every piece of literature.
- Encourages use of the AI-Anon/Alateen Service Manual.
- Receives a copy of new books, pamphlets, and revised items.
- Creates a display of CAL for use at Area-approved functions including AA Events.

- Recruits 'volunteers and provide training to assist at Area approved functions including AA Events;
- Encourages members to write sharing for ongoing and new CAL projects;
- Is a member of the current WSO electronic community for Literature Coordinators (AFG Connects).
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the Al-Anon/Alateen Service Manual.
- Orders Conference Approved Literature through Connecticut's LDC for area events in consultation with each event's literature chair six to eight weeks before the event.
- Trains and supports volunteers selling literature.
- Gives the money and checks collected at each event to the LDC manager.
- In the event of a shortage, submits an invoice to the Area Treasurer to obtain a check to cover the shortage.
- Attends all required WSO training and participates in Webinar with WSO as required
- Keeps record of literature sold and returned from the assemblies.
- Returns literature and checks/cash from assemblies to the Connecticut Literature Distribution Center (LDC).
- Sends GR's and DR's information pertaining to The Forum, including promotions or photos.
- Distributes Forum Writing Guidelines (F-1) to help members focus their writing.
- At all Area Functions, reports about articles or photos of our Area members published in the Forum;
- Encourages members to subscribe to the Forum;
- Encourages GR's to serve as Forum Representatives to their group;
- Present the annual budget request to Area Treasurer and attend Area Budget meeting
- Is a member of the current WSO electronic community for Forum Coordinators (AFG Connects);
- Updates job description at the end of their term and submits to AWSC Area Secretary

PUBLIC OUTREACH COORDINATOR (See G-38; other related guidelines G-9, G-10, G-14, G-22, G-27, G29, G-31)

- Fulfills duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen Service Manual;
- Communicates and works cooperatively in a team effort with the Area chairperson,
- Delegate, Website Coordinator, AA Liaison, Literature Coordinator, and districts;

- Informs the public about Al-Anon through the media, professionals, facilities, and organizations;
- Serves as a communication link between the WSO and the Connecticut Area;
- Is a member of the current WSO electronic community for Public Outreach (AFG Connects);
- Encourages districts to send a PO representative to the area PO meetings, to form outreach committees within each district to present projects and information to the groups, to send reports which will be shared with the Area and WSO;
- Facilitates the area PO Committee meetings with each district's PO representative; Forms subcommittees to represent Alateen and Institutions
- Research prospective events to ensure they are in accord with Al-Anon Traditions and policies;
- Distributes service projects, suggestions, and information from the WSO to the Area PO action committee;
- Creates presentations or holds workshops at Area Assemblies, district meetings when requested;
- Orders Conference Approved Literature (CAL) to be used at Public Outreach events;
- Participates in WSO conference calls with other PO coordinators;
- Attends all required WSO training and participates in Webinar with WSO as required
- Continually educates the fellowship about the need to attract those who are still suffering to our program.
- Present the annual budget request to Area Treasurer and attend Area Budget meeting
- Updates job description at end of their term and submits to AWSC Area Secretary.

SPANISH GROUPS LIAISON

- Provides a link between Spanish groups, World Service Office, and the area;
- Encourages Spanish groups to register with WSO;
- Helps support Spanish group representatives at the district level; • May be asked to be a translator by the Area Answering Service;
- . Present the annual budget request to Area Treasurer and attend Area Budget meeting
- Helps secure Spanish interpreters for Area events. Updates job description at end of their term and submits to AWSC Area Secretary.

TECHNOLOGY COORDINATOR

The Area Technology Coordinator is responsible for implementing and managing technology equipment for the benefit of the Connecticut Area. This is a three (3) year commitment with a voice and vote at AWSC meetings

Technology Coordinator Responsibilities

- Oversees all the electronic equipment that is housed at the LDC (audio visual and translation equipment).
- Performs maintenance checks on existing equipment and replaces broken equipment.
- Storage of all equipment is housed at the LDC Office. Open communication with LDC Manger concerning access to the equipment.
- Responsible for coordinating the use of the equipment for Assemblies, Conventions, Workshops, and other events where needed.
- Coordinates with Area Chair in advance of AWSC Area Assemblies to ensure preparation is complete.
- Forms a tech subcommittee to provide support for events if needed.
- Present the Area Technology Committee annual budget request to Area Treasurer and attend Area Budget meeting
- Attends all required WSO training and participates in Webinar with WSO as required Give regular updates/reports to the AWSC and Assembly.\
- Seeks input from the AWSC/Assembly members for requirement/needs.
- Works closely with Web Coordinator and be able to assist if needed.

Job Requirements

Basic Skills Required:

1. Background and experience with various communications technologies used to support organizations.
2. Enthusiasm for using technology to support Al-Anon's growth.
3. Good leadership and collaboration skills for Committee coordination
4. Good written communication skills, including writing, editing, and distributing documents using the Area's current document creation and communications platform.
5. Proficient in the use of the internet, e-mail, text, and the AWSC communication platform.
6. Must be a team player.

Basic Requirements

1. The primary program is Al-Anon and attends Al-Anon meetings.
2. Have a personal sponsor and service sponsor.
3. Have previously served in Al-Anon service at the Group, and District.
4. Attending scheduled Area meetings during the term.
5. Have the ability and willingness to communicate with other officers and coordinators.
6. Are thoroughly familiar with the current Al-Anon/Alateen Service Manual.

7. Have a working knowledge of the Steps, Traditions and Concepts of Service.
8. Follow any applicable job duties as outlined in the current AI-Anon/Alateen Service Manual and WSO Guidelines.
9. Helps recruit, organize and train volunteers through forming a committee.
10. Willing to share experience, strength and hope with the next person who fills this position at the end of the term.
11. Is a member of the current World Service Office (WSO) electronic community for Tech Coordinators (AFG Connects).
12. Updates job description at the end of their term and submits to AWSC Area Secretary

WEBSITE COORDINATOR (See G-40)

- Maintains the Connecticut AFG Website (<http://www.ctalanon.org>);
- Works with the area, districts and WSO to provide accurate, timely information postings and links;
- Develops web pages and web applications as required to support area functions;
- Attends all required WSO training and participates in Webinar with WSO as required
- Maintains Google Search business information for CT AI-Anon to ensure accuracy;
- Attends all required WSO training and participates in Webinar with WSO as required
- Proficient in the use of computers;
- Works closely with group records, schedules, phone service, districts, and the district record contacts to keep meeting information current and accurate;
- Ensure that email to the website is answered or routed promptly to the appropriate recipient for action;
- May provide electronic support to the delegate and AWSC officers for presentations at assemblies and other functions;
- Acts as a liaison with other area website coordinators (AFG Connects);
- Present the annual budget request to Area Treasurer and attend Area Budget meeting
- Is an active member of the technology subcommittee charged with exploring new and improved ways to use technology for Connecticut's fellowship benefit;
- Maintains and disseminates email addresses for www.ctalanon.org.
- May create a Technology committee to assist with maintaining the website.
- Provides report reports to AWSC meeting and Assemblies when requested.
- Updates job description at the end of term and submits to AWSC Area Secretary

EVENTS COORDINATORS

AL-ANON CONVENTION CHAIR (See G-3 G-20, G-31)

This is a one-year position with a voice and vote at the AWSC meetings and voice only at Assemblies.

- Attends AWSC & Area Assembly meetings to keep Area informed of progress;
- Ensures utilization of the Connecticut's Convention Guidelines;
- Asks AA Liaison [Coordinator] to contact AA for an AA Program Chair to the Al-Anon Area Convention;
- Participates with the Chairperson of the Board of Directors in the negotiation of the contract with the convention site;
- Makes all meal arrangements based on the negotiated contract signed by the Chairperson of the Board of Directors;
- Schedules monthly meeting dates for the year at the hotel and plans space/rooms and chairs Convention Committee meetings starting in September until event and follow-up;
- Ensures that all positions are filled;
- During the summer, the current Chairperson meets with his/her Program chairs consulting widely for keynote speakers;
- Distributes appropriate planning notebooks to each committee chair;
- Keeps on file a past copy from each committee's final notebook report;
- Continuing to follow up throughout the year with all committee members;
- Three weeks before convention go over any changes in the final contract, including all room set-ups, chairs, tables, water stands, etc.;
- After the final committee meeting before the convention with the hotel staff/Manager;
- Chairs general meetings and directs activities at convention;
- Chair wraps up meeting with all convention committee members;
- Gives final report to the Assembly;
- Has credit check as bonded signatory of the convention checking account along with the convention • Treasurer.
- Takes on the role of Ex Officio for one year.

AL-ANON CONVENTION CO-CHAIR

A one-year position as Co-chair and then assumes the position of Convention Chair. Has voice only at AWSC meetings and Assemblies, but no vote unless chairperson is absent.

- The Area votes on a Convention Co-chair in May;
- Attends all monthly meetings of convention committee.

- Finds acceptable sites for the following year's convention and brings choices to AWSC in September for vote;
- Negotiate with the hotel for following year Convention;
- Distributes flyers for the Theme Contest for following year at the June Assembly;
- Leads discussion/vote of themes at September's Convention meeting;
- Plans and hosts "Spiritual Breakfast" in January;
- Assists Chairperson on an as-needed basis;
- Chairs Sunday's Spiritual meeting introducing the spiritual speaker;
- Has credit check as bonded signatory of the Convention checking account. \AL-ANON WORKSHOP: A one-year position with voice only at AWSC meetings.
- Finds a site and committee members.
- Obtains seed money from area treasurer;
- Contacts AA to secure an AA liaison and cooperates with AA liaison;
- Distributes committee planning notebooks to chairpersons and/or google docs;
- Chairs planning meetings leading to a fall day of workshops and speakers from Al-Anon and Alateen;
- Chairs follow-up meeting and collects planning notebooks to be passed on to next year's committee members.

AL-ANON WORKSHOP

A one-year position with voice only at AWSC meetings.

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