

Alateen Coordinator

Purpose: To encourage and support Al-Anon Members Involved in Alateen Service (AMIAS) and to be a conduit of information between NCWSA and District 18.

Requirements: Must be an AMIAS, currently certified in District 18 in accordance with the District AMIAS guidelines.

Duties:

- Attend District 18 business meetings and submit reports.
- Chair Alateen sponsors workshops/meetings 3 times per year.
- Provide information about the Alateen program in District 18.
- Encourage Al-Anon members to become certified AMIAS and provide them with information packets.
- Facilitate re-certification process of current AMIAS in D18.
- Maintain a current list of certified Alateen Group sponsors and AMIAS.
- Attend Northern California Alateen Conference (NoCAC), Sponsors R & R and Growing Together Weekend (GTW), at the District's expense; support and promote other Alateen-related events.
- Get the required form of payment from the D18 Alateen Account to send teens and AMIAS to trainings outside the district (i.e. Sponsors R&R, other district's training, etc.).
- Attend AMIAS Workshops as available.
- Assist Alateen Group Sponsors. Knowledge of Traditions is helpful when questions about group problems arise.
- Collect and verify NoCAC and GTW scholarship applications once a year for Alateens and AMIAS (giving preference to teens when funds are limited).
- Get funds from the District 18 Alateen account via the D18 Treasurer to purchase a cashier's check to send Alateens and AMIASs to NoCAC and GTW.
- Encourage certified AMIAS to start Alateen meetings.
- Schedule and facilitate Alateen presentations to schools in cooperation with the D18 PI/CPC Coordinator.
- Participate in District 18 Public Outreach Meetings with the Alternate District Representative, the D18 Alateen Coordinator, the D18 Institutions Coordinator and the D18 PI/CPC Coordinator.

Answering Service Coordinator

Purpose: To assist family and friends of problem drinkers seeking Al-Anon/Alateen related information.

Duties

- Attend District 18 business meetings and submit reports.
- Have access to the internet.
- Make changes and updates as needed to the web based call routing service (currently Freedom Voice).
- Solicit volunteers to cover daily English speaking and Spanish speaking shifts each day of the week.
- Coordinate when current volunteers are not able to cover their day.
- Provide volunteers with complete written instructions for answering calls and returning messages. Pass on other agencies numbers if requested.
- After hours call(s) are sent via text message to the coordinator to pass on to the next volunteer.
- Provide an updated meeting list to all answering service volunteers, inform volunteers of any known changes to the meeting list and let volunteers know how to obtain an updated meeting list.
- Assist volunteers as needed.

As of July 2, 2017

Archives Coordinator

Purpose: To preserve the experience, history, and memorabilia of the Al-Anon fellowship in/for District 18.

Duties:

- Attend District 18 business meetings and submit reports.
- Provide sufficient space to safely store the files. This can be done in the coordinator's home or other appropriate location. The space should be a smoke and moisture free environment.
- Provide acid-free appropriate storage containers and file folders.
- Maintain up-to-date inventory of archives.
- Gather, organize, preserve and protect historical Al-Anon and Alateen District records and memorabilia, past and present, by designated categories.
- Make Archives information available to Al-Anon members at the archivist's discretion.

Information to keep:

- Approved minutes from District meetings and original motion forms received from the D18 Secretary.
- Photographs, announcements and results of important events.
- Speaker/Birthday meeting announcements.
- Materials for displays and events.
- Newsletters and memorabilia, applicable articles from the *Forum* and newspapers.
- Speaker Tapes and CDs.
- Longtime Member Questionnaire.

As of July 2, 2017

Group Records Coordinator

PURPOSE: To facilitate timely communication for District 18 and the individual groups it represents and to provide timely information to other organizations as requested.

Duties:

- Attend District 18 business meetings and submit reports.
- Communicate with the current District panel to keep the information correct in the database, providing reports as needed.
- Update the database with all changes received from the groups.
- Provide mailing labels as requested.
- Provide group and trusted servant contact information as requested.
- Provide printout of District Institution meetings to Institutions Coordinator as requested.
- Give financial input regarding budget.
- Update meeting lists with time, dates and location to be distributed monthly.
- Coordinate with the D18 Website Coordinator to keep the website current and accurate.
- Send updated meeting information to AA hotline coordinators, organizations and agencies as requested and maintain them as a contact list.

As of July 2, 2017

Hispanic Liaison Coordinator

PURPOSE: To provide help in reaching out to our Spanish language groups.

DUTIES:

- Attend District 18 business meetings and submit reports.
- Encourage participation at District 18 business meetings and at District 18 events.
- Serve as a conduit of information between Spanish language groups and District 18.
- Cooperate with Chair Person of the Public Outreach Committee.

As of July 2, 2017

Institutions Coordinator

Purpose: To bring the Al-Anon/Alateen program to families and friends of alcoholics in treatment centers, correctional or other residential facilities as well as to family members in facilities. To inform the professionals at institutions who work with families and friends of alcoholics about Al-Anon and Alateen. Be a conduit of information between NCWSA and District 18.

Requirements: Need to have a solid grasp of the Al-Anon principles; practicing the Steps, the Traditions and the Concepts of Service. Must be an active Al-Anon member, participating in at least one meeting per week.

Duties:

- Attend District 18 business meetings and submit reports.
- Participate in District 18 Public Outreach Meetings with the Alternate District Representative, the Alateen Coordinator, the Institutions Coordinator and the PI/PCP Coordinator.
- Visit each institution with prior coordinator to meet contact person(s).
- Maintain contact with the staff at each site. Provide them with current meeting lists, literature (CAL) for the professionals, literature (CAL) for clients and literature (CAL) for the families/friends. Touch base with each facility in District 18 about Al-Anon and Alateen Family Groups.
- Attend at least one meeting at each institution to remain current about the procedures at the facility and the location of the Al-Anon materials at each facility.
- Provide literature (CAL) for each facility for the information racks and for newcomers meetings.
- Provide copies of current meeting lists regularly to each facility and remove outdated lists.
- Order literature (CAL), stamp with the D18 information and distribute as needed.
- Solicit facilitators for each institution D18 has a commitment to
 - Explain position guidelines to each facilitator
 - Introduce each facilitator to the contact person at the facility. Explain current procedures at the facility and the location of all the Al-Anon materials.
 - Provide a D18 Institutions List with the name and address of each facility, the facilitator's contact information and the D18 Institutions Coordinator's contact information.
 - Contact the facilitators monthly to receive updates on each facility and encourage the facilitators to attend the Public Outreach meetings.
- Attend the H & I Conference at District 18 expense

Literature Coordinator

Purpose: Keep a wide range of Al-Anon/Alateen (CAL) literature available for District 18 events.

Duties:

- Attend District 18 business meetings and submit reports.
- Make available service manuals, newcomer packets and “*Forum*” subscriptions at District 18 meetings.
- Maintain current inventory and arrange for appropriate storage.
- Keep literature order forms available.
- Prior to ordering, submit literature order at District meeting for approval.
- Coordinate transportation, set-up, and selling of literature at all District 18 events.
- Communicate with treasurer, to secure cash for any District 18 event.

As of July 2, 2017

Newsletter Coordinator

Purpose: To keep members of District informed of District activities and events and to provide a voice for our fellowship.

Duties:

- Attend District 18 business meetings and submit reports.
- Distribute flyer to GRs at District meetings announcing when the newsletter will be published and a deadline for members to contribute submissions. The current newsletter is published quarterly.
- The newsletter will be posted on the District 18 website quarterly. There is no subscription fee.
- Print and mail newsletters to those who request it.
- Collect member submissions. At District meetings remind GRs to encourage submissions.
- Attend as many District 18 AFG meetings as possible and ask people personally to submit. Ask them to email submissions when possible to minimize re-typing.
- Use a newsletter template. Format and edit the newsletter. Try to include all members' appropriate submissions in current issue.
- Give (or email) a copy to the Archives Coordinator. Give a copy to each District 18 group and to each contributor to that issue.
- Keep all receipts for copying, postage and envelopes and submit to the District Treasurer for reimbursement.

As of July 2, 2017

PI/CPC-Media Coordinator
(Public Information and Cooperating with the Professional
Community Coordinator)

PURPOSE: Attract to Al-Anon Family Groups those whose lives are or have been affected by problem drinkers, so that those who need our program can find the help and hope we offer. Carry the Al-Anon message to print, broadcast or electronic media within District 18. Be a conduit of information between NCWSA and District 18.

Duties:

- Attend District 18 business meetings and submit reports.
- Maintain contact with Group Representatives and District officers and coordinators regarding Public Outreach events taking place within the district.
- Cooperate in Public Outreach events.
- Cooperate with AA in Outreach events.
- Check requirements needed to participate in events.
- Set committees for events.
- Make arrangements to have a table or whatever is needed to display material.
- Stamp all literature (CAL) with District 18 contact information.
- Establish and maintain contact with Area PI/CPC Coordinators and the Professional community.
- Attend conferences and conventions as well as participating in Public Outreach events whenever possible or ask for a volunteer to do so, at the District's expense.
- Other duties as may be requested by District, Area, and WSO.
- Store and transport current meeting lists, pamphlets, display board, etc., as needed.
- Forward all requests for meeting lists to the Group Records Coordinator.
- Procure and distribute current Al-Anon Public Service Announcements (PSAs) and press releases.
- Make contact with local newspapers, cable companies, radio stations, etc..
- Respond to requests from media as appropriate.
- As new PSAs are released, take them to the media replacing the old PSA.
- Participate in District 18 Public Outreach meetings with Alternate District Representative, the Alateen Coordinator, the Institutions Coordinator and the PI/CPC Coordinator.
- Professional Communities may consist of the following, but not limited to:

Employee Assistance Program	Human Services
Medical Professionals	Mental Health Professionals
Federal Agencies	State Agencies
Municipal Agencies	District Attorneys
Public Defender	Legal Aid-Family Law
Schools	Military Chapels
Shelters	Food Banks

As of July 2, 2017

Special Events Coordinator

Purpose: To coordinate all facility needs for District 18, to find and assist all District 18 events chairperson.

Duties:

- Attend District 18 business meetings and submit reports.
- In November schedule the monthly District 18 business meetings for the next year with Doctors Medical Center. Receive email confirmation from DMC administration.
- Arrange for District 18 to provide three Forum subscriptions to Doctors Medical Center as our 7th tradition.
- Select qualified event chairpersons for all upcoming events. Provide them with the needed materials from District such as Event Guidelines, forms, badges etc. Be available to chairpersons for questions and support.
- Attend event committee meetings, chairing meetings if event chairperson has not yet been selected; meetings usually held prior to monthly District meetings.
- Store District event supplies.

Events:

- Spring event (usually in March following the District meeting)
- Cooperate with CVIAA Legacy Day, if invited.
- Fall event: May be A Day in Al-Anon or Al-Anon/Alateen cooperation with NCCAA, if invited. (This is a three-day event.)
- End of the year special event. This follows the District 18 business meeting. The last year-end event of the panel is a turnover meeting.

As of July 2, 2017

Website Coordinator

Purpose: To carry the Al-Anon/Alateen message by maintaining the District 18 web presence.

Duties:

- Attend District 18 business meetings and submit reports.
- Post District flyers on the web page, keeping within the Al-Anon/Alateen Traditions. (Do not post Copyright material or images.)
- Keep meeting locations and dates current on the website, including Group WSO Numbers.
- Create a calendar for each new month and upload to the District 18 website.
- Maintain District 18 Yahoo Group.
- Update new flyers and meeting changes following each district meeting.
 - ◊ Add flyers and meeting changes that may be submitted at other times.
 - ◊ When flyers are received, change them to the format currently being used on the web. Do all editing before changing the documents to the web format.
 - Link all flyers to the corresponding events.
 - Update Meeting links for Meetings by City, Meetings by Date and Institutions Meeting lists.

As of July 2, 2017