

Al-Anon

District 18 Officers

District Representative (DR)

Suggested Duties:

- Elected for 3 year term by GRs (Group Representatives) at a District ~~16~~ 18 business meeting prior to the end of the previous panel.
- Facilitates monthly District 18 meetings.
- Prepares and distributes the Agenda for D18 monthly meeting.
- Communication link between GRs in district and Northern California World Service Area and Area Delegate.
- Disseminates World Service Conference information and reports.
- Represents D18 at Northern California World Service Area and Committee meetings.
- Visits the D18 meetings to ensure they are receiving necessary information and getting support they need.
- Helps groups understand and apply the Traditions in their meetings and D18 business meetings.
- Reminds GRs to update their meeting and group mailing information with NCWSA.
- Prepares and presents a district report for NCWSA Assemblies when requested.
- Serves as Alternate DAPP.
- Maintains an email list of all members that want district information such as meeting lists, announcements and other Al.-Anon related information

Qualifications:

- Must have served as a Group Representative.
- Must be a currently certified Al-Anon Member involved in Alateen Service (AMIAS) to serve as Alt. DAPP

Alternate District Representative (ADR)

Suggested Duties:

- Works alongside the District Representative (DR).
- Acquaints themselves with the DR's duties in the event they must complete the term of the DR. If the Alternate DR must complete the term, a temporary Alternate is at once selected from the Group Representatives in attendance at the District Meeting. A new Alternate DR will be elected as soon as possible.
- Meets annually with the Budget Committee to develop the budget for the upcoming year.
- Acts as AA Liaison for D18, assisting in coordination of Al-Anon participation in AA events as desired by AA.
- Assumes the duties of the DR when necessary, in the DR's absence
- Learn more about the District by assisting the DR in visiting the groups and occasionally accompanying the DR to a NCWSC Meeting
- Urging every group to complete on-line or promptly return the group data sheets to the NCWSA Records Coordinator

Last updated: May 29, 2026

District Secretary

Suggested Duties:

- Records minutes at the district meeting; prepares a typed report, which is emailed to district GRs, coordinators, and others on the district distribution list
- Emails/distributes monthly district meeting minutes
- Maintains and updates job descriptions for D18 Officers and Coordinator positions
- Updates and maintains list of motions made at D18 Business Meetings
- Emails out any additional information that needs to be dispersed to the GRs and coordinators
- Maintains a current mailing list
- Attends monthly District 18 meetings.

Last updated: May 29, 2026

District Treasurer

Suggested Duties:

- Produces monthly Treasurer's Report for Al-Anon and Alateen business
- Provide the reports in advance of the District meeting and makes copies for the meeting
- Goes to the P.O. Box pick up and deposit checks
- Pays district bills as needed.
- Coordinates and balances the check book in advance of the monthly reports
- Distributes monies to NCWSA/WSO.
- Reimburses expenses for District costs such as DR expenses, Speaker Meeting expenses, etc.
- Produces reports for district events and expenditures.
- Attends monthly District 18 meetings.

Last updated: May 29, 2026

District Alateen Process Person (DAPP) Coordinator

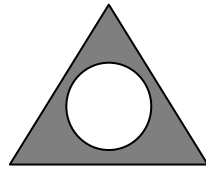
Suggested Duties:

- Processes paperwork, confirms requirements, and communicates with Northern California Worlds Service Area (NCWSA). Process Person for certification of new District 18 Alateen sponsors due in mid-May each year. This involves helping prospective District 18 Alateen sponsors through process of fingerprinting and background checks.
- Processes paperwork and confirms requirements for annual recertification of all District 18 Alateen sponsors.
- Coordinates Alateen sponsor training as needed for recertification.
- Encourages contacts to submit paperwork for annual renewal of active District 18 Alateen meetings due in May/June each year.
- Maintains confidentiality of all Alateen sponsor certification paperwork.
- Attends monthly District 18 business meetings and reports on DAPP activities as appropriate.

Qualifications:

- Must be a currently certified Al-Anon Member involved in Alateen Service (AMIAS)

Last updated: May 29, 2026



Al-Anon

District 18 Coordinators

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), and Sponsors R & R 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 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
- Encourage certified AMIAS to start Alateen meetings.
- Schedule and facilitate Alateen presentations to schools in cooperation with the D18 Public Outreach Coordinator.
- Participate in District 18 Public Outreach Meetings with the Alternate District Representative, the D18 Alateen Coordinator, the D18 Institutions Coordinator and the D18 Public Outreach Coordinator.
- Give financial input regarding budget.
- Keep these Guidelines up-to-date. Please forward any revised guidelines to the District Rep.

As of May 29, 2026

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 call routing service (currently Freedom Voice).
- 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.
- Give financial input regarding budget.
- Keep these Guidelines up-to-date. Please forward any revised guidelines to the District Rep.

As of August 21, 2026

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 acid-free appropriate storage containers and file folders when necessary. Submit receipts to District 18 Treasurer for reimbursement.
- Maintain up-to-date inventory of archives in D18 rented storage unit.
- Collect and organize by date on a thumb drive: D18 meeting info (including agendas, minutes, treasurer's reports, etc.), photographs, announcements, results of important events, speaker/birthday meeting announcements, newsletters, and any other written material deemed worth keeping.
- Preserve and protect historical Al-Anon and Alateen District records and memorabilia, past and present, in D18 rented storage unit.
- Make Archives information available to Al-Anon members at the archivist's discretion.
- Give financial input regarding budget.
- Keep these Guidelines up-to-date. Please forward any revised guidelines to the District Rep.
- Information to keep:
 - Approved minutes from District
 - 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.

Last updated: June 11, 2026

Diversity Coordinator

Purpose: To ensure that everyone understands that Al-Anon's declaration "When anyone, anywhere, reaches out for help the hand of Al-Anon and Alateen is there and let it begin with me" welcomes all who seek help. To ensure that everyone understands that the family disease of alcoholism knows no boundaries: Ethnicity, Religion, Sexual Orientation, Gender, Familial Status, Socio-Economic Status, Age, Language, Disability (Mental & Physical), Citizenship, Military/Veteran Status, Criminal History, any arbitrary characteristics, etc.

Duties:

- Attends District 18 monthly business meetings
- Contact person for coordinating diversity needs and accommodations for District events
- Works closely with the Special Events coordinator to ensure that diverse members' needs are provided/met
- Cooperate with Public Outreach to ensure inclusivity for all*
- Create awareness and availability of the DCP
- Be a point of contact to hear concerns regarding diversity issues from members to assure they feel welcome in the Groups they attend as supported by Tradition 1
- Will explore and remediate, where possible, when potential exclusion has occurred
- Give financial input regarding budget
- Keep these guidelines up to date. Please forward any revised guidelines to the District Rep.

As of May 29, 2026

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 meeting lists with time, dates and location changes to be distributed regularly
- Assist groups with changes to meeting information and contact changes on <http://al-anon.org/>
- Provide group and trusted servant contact information 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 meeting information on the website current and accurate.
- Keep these guidelines up to date. Please forward any revised guidelines to the District Rep.

As of July 23, 2026

Institutions Coordinator

Purpose: To bring the Al-Anon/Alateen program to families and friends of alcoholics in treatment centers, correctional or other residential 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..
- Visit each institution with prior coordinator to meet contact person(s), if possible.
- Maintain contact with the staff at each facility. Provide them with current meeting lists, literature (CAL) for the facility and professionals and the families and friends of the clients. 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.
- Order literature (CAL), stamp with the D18 information and distribute as needed.
- Solicit facilitators for each institution where 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.
- Contact facilities that we do not have meetings at to convey awareness of Al-Anon and Alateen and start a meeting if possible'
- Attend local AA H & I Conference
- Give financial input regarding budget
- Keep these guidelines up to date. Please forward any revised guidelines to the District Rep.

As of August 21, 2026

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.
- Stamp all literature (CAL) with District 18 contact information.
- Give financial input regarding budget.
- Keep these guidelines up to date. Please forward any revised guidelines to the District Rep.

As of May 29, 2026

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.
- 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.
- Give financial input regarding budget.
- Keep these guidelines up to date. Please forward any revised guidelines to the District Rep.

As of August 21, 2026

Public Outreach 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 Public Outreach 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, and the Alateen Coordinator, the Institutions Coordinator
- Give financial input regarding budget.
- Keep these guidelines up to date. Please forward any revised guidelines to the District Rep.

Professional Communities may consist of the following, but not limited to:

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

As of May 29, 2026

Technical Coordinator

Purpose:

Support all functions associated with District 18 in-person, hybrid, and online-only functions and technical needs. Coordinate set-up of physical space with technical team volunteers (laying cables, installing technical and sound equipment as needed). Monitor all audio virtually via computer. Help manage and troubleshoot technical needs during hybrid meetings at the district. Make suggestions to District 18 for any technical equipment needs.

Requirements

- Have a working knowledge of PowerPoint, Google Docs, Zoom
- Good typing skills
- Basic knowledge of technology
- Collection, delivery, and setup of on-site technology require heavy lifting, including overhead lifting, as well as squatting and crawling. It is strongly recommended that the coordinator recruit volunteers to assist in these tasks.

Duties:

- Set up audio (speakers, soundboard, mics), projectors, screens, and technical table at an in-person event.
- Test in-room equipment (audio, video, and virtual connections)
- Continuously monitor (speakers, soundboard, mics), projectors, screens, and technical table at an in-person meeting..
- Share slideshows, documents, or reports that have been given via USB and advanced slides (if needed).
- Communicate to Officers, Coordinators, or speakers about an online question in chat.
- Break down all technical equipment, and store in designated storage boxes.
- Keep these Guidelines up-to-date. Please forward any revised guidelines to the District Rep.
- Set up and break down physical tech equipment used at district business meetings.
- Assist with tech questions and needs.
- Assist committee members, officers, and speakers with presentations.
- Coordinate tech team volunteers.
- Troubleshoot in-person or virtual tech issues.
- Assist in gathering information on tech needs for the future.
- Be aware of and obtain needed data for usage.
- Register/take ownership of hotspot app/account.
- Good communication skills
- Give financial input regarding budget.

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 / December: Coordinate with the ADR (Alternate District Rep) and Treasurer for them line item budget for special events for the following year for special events.
- Select qualified event chairpersons for all upcoming events. (As Special Events Coordinator, you do not have to chair every event). 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.
- Coordinate with Archives Coordinator to have event supplies stored. (Currently district pays and uses a self-storage space in Turlock)
- Give financial input regarding budget.
- Keep these guidelines up to date. Please forward any revised guidelines to the District Rep.

Events:

- Spring Day in Al-Anon District event (Usually in March following the District meeting)
- Fall event: May be A Day in Al-Anon or Al-Anon/Alateen cooperation with NCCAA, if invited. (This is a three-day event they host we participate in)
- 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 Julu 12, 2026

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 18 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.
- Maintain District 18 email group.
- Give financial input regarding budget.
- Keep these guidelines up to date. Please forward any revised guidelines to the District Rep.
- 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.
- Keep the updated meeting list on website for printing
- Add current Newsletter to website
- Keep domain up to date
- Monitor emails
- Add forwarder for Coordinators or Officers emails if needed

As of August 21.2026