

# ALATEEN COORDINATOR (Volunteer Position – by Vote or Appointment)

## IN GENERAL

- Term of 3 years, congruent with Area Panel term
- Submit a Trusted Servant Profile by July District Meeting of voting year.
- Must have current AMIAS certification.
- Familiar with the Al-Anon and Alateen Service Manuals and WSO Guidelines
- District 23 Website - [Service Manuals/WSO Guidelines/Other Resources](#)
- Familiar with all current Alateen Literature
- Ability to store approx. 7 boxes of Alateen Materials – including the Blue Jean Display Board
- Subscribe to [Alateen Talk](#) quarterly publication (cost will be reimbursed by District)
- Having a Service Sponsor is strongly recommended.
- Reading the Washington Wanderings is recommended

## MONTHLY

- Attend all District meetings (or ask someone to represent you).
- Review past months meeting minutes and submit corrections to the District Secretary.
- Report on the condition of each District Alateen Group and need for new sponsors.
- Report upcoming AMIAS training and re-certification and encourage members to consider Alateen service.

## ANNUALLY

- Assist AMIAS and Alateen groups to:
  - Obtain forms for AMIAS recertification with the Wash Area Alateen Safety Coordinator
  - Assist **existing** Alateen groups with their annual group update with the Washington Area Alateen Safety Coordinator (Wash Area forwards to WSO).
- Submit an estimated annual budget for the Alateen Coordinator position to the District Budget Committee
- In March of each year, submit a short report to the District of the past years' events and activities.

## AS NEEDED

- Keep an updated list of all District Alateen Groups and Certified AMIAS
- Keep in contact with WA Area Alateen Safety Coordinator and all Certification requirements.
- Assist **new** Alateen groups register through the Washington Area Alateen Safety Coordinator.
- Be available for AMIAS meetings on a regular basis – interval to be determined by the Alateen Coordinator and current AMIAS.
- Submit articles to Al-Anews Coordinator to inform and encourage members for Alateen service.
- Work with Public Outreach Coordinator on all Public Outreach events involving Alateen.
- Encourage fundraisers. (See fundraising guidelines in the Al-Anon/Alateen Service Manuals)
- Visit Al-Anon groups in the District and encourage members to become AMIAS.
- Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.

**“We are not in this alone! Together We Can Make It! Let It Begin With Me!”**