

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Archives Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION /QUALIFICATIONS: An Al-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. Coordinates and votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. The Archives Coordinator collects catalogs and preserves historical material of Oregon Area Al-Anon/Alateen. This may include but is not limited to: books, articles, and magazines that mention Al-Anon/Alateen; photographs of important events; Oregon Area directories; scrapbooks of news clippings; State Speaker's Meeting (SSM) records and notebooks.

RESPONSIBILITIES:

- Write a brief report to COMMUNICATOR and present an oral (5 minute) report to the Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as outlined or scheduled by the Area Chairperson.
- Collect and clearly identify materials (with names, places, events, dates, etc.) for Oregon Area Al-Anon and Alateen such as:
 - Editions of discontinued early years of Area literature before Conference approval
 - Books, articles and magazines that mention Al-Anon/Alateen: local only for Oregon Area
 - Photographs of important events & Past Officers rosters: local only for Oregon Area
 - Copies of the Communicator – copy provided by Communicator Coordinator
 - Copies of the Area minutes - copy provided by Area Secretary
 - State Speakers Meeting notebook for each year if available
- Provide archive display at Area activities.
- Inspires interest in Area Archives with workshops for Area and Districts
- Serve on Group Services Action Committee

IMPORTANT: Please read Section I: General Position Description Information for important additional information regarding Al-Anon service positions.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **The Oregon Area COMMUNICATOR Editor**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION/QUALIFICATIONS: An Al-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. The Editor votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. The Editor is primarily responsible for producing and mailing The COMMUNICATOR prior to each Oregon Area Assembly.

RESPONSIBILITIES:

- Communicate deadlines for newsletter submissions to the Assembly and the membership, and solicit articles from the fellowship.
- Obtain or write articles as needed and as indicated in the Oregon Area Handbook: Reporting Schedule Guidelines for AWSC members. Include proposals for voting at Assembly incorporating the pros and cons of issues for consideration, when available.
- Compile and edit the newsletter.
- Print adequate newsletter copies for mailing to the groups and AWSC members and send electronic copy to Web Coordinator for posting on the web site. Send a copy to WSO as indicated in Newsletter Guideline (G-21).
- Arrange for collating, folding, bundling, labeling newsletters, and deliver newsletters to post office at least three weeks prior to each Area Assembly.
- Maintain a checking account to pay all newsletter expenses, and balance the bank statements on a monthly basis.
- Submit financial report to Area Treasurer at each Assembly or AWSC meeting, as a basis for replenishment of the checking account.
- Write a brief report to COMMUNICATOR and present an oral (5 minute) report to the Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as outlined or scheduled by the Area Chairperson or per Oregon Area Handbook: Reporting Schedule Guidelines for AWSC members.
- Cooperate with the Group Records Coordinator to ensure accurate mailing lists.
- Provide the Area Archives Coordinator with two copies of the Area newsletter (Communicator) for files.
- Review other Area Newsletters and WSO Guidelines (G-21) for ideas.
- Close bank account and deliver remaining funds to Area Treasurer promptly at end of term.
- Keep and maintain a set of the Area newsletters and transfer to subsequent editor for safekeeping (in addition to providing Archives a copy).
- Serve on Membership Outreach Action Committee

IMPORTANT: Please read Section I: General Position Description Information for important additional information regarding Al-Anon service positions.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Cooperating with the Professional Community
(CPC)**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION/QUALIFICATIONS: An Al-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. CPC Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. Primarily, the CPC Coordinator keeps in touch with the WSO, the Area Delegate, and all Al-Anon and Alateen Members doing CPC work.

RESPONSIBILITIES:

- Coordinate the CPC activities in the Area and act as liaison between the AWSC and the Groups.
- Act as liaison between the WSO and the Area members.
- Write a brief report to COMMUNICATOR and present an oral (5 minute) report to the Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as outlined or scheduled by the Area Chairperson.
- Encourage Districts and Groups to help keep a current record of Area CPC activities, contacts and reports
- Inspire Members to participate in local CPC work.
- Share her/his own personal experiences in doing CPC work, concentrating on the gratitude's, growth and satisfaction associated with that work.
- Act as a clearinghouse for all Members doing CPC work in Oregon Area.
- Cooperate with and facilitate CPC efforts within the Area.
- Encourage CPC projects at the Area, District and Group levels.
- Follow-up on projects initiated by the WSO CPC Committee.
- Present at least one workshop per year (Example: "Open Letters" to Doctors, Attorneys, and Counselors, etc.).
- Cooperate with all Coordinators, Al-Anon Information Service areas and Districts in professional outreach and projects.
- Serve on Public Outreach Action Committee

IMPORTANT: Please read Section I: General Position Description Information for important additional information regarding Al-Anon service positions.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Forum Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION/QUALIFICATIONS: An Al-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. The *Forum* Coordinator acts as a liaison between WSO, AWSC, and Al-Anon/Alateen Districts, Groups, and Members in the Oregon Area.

RESPONSIBILITIES:

- Coordinate activities of this service in Area and act as liaison between the AWSC and the Groups.
- Write a brief report to COMMUNICATOR and present an oral (5 minute) report to the Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as outlined or scheduled by the Area Chairperson.
- Recognize and transmit the importance of The FORUM to the Fellowship by:
 - Facilitating workshops as requested/needed in Districts and at Area level.
 - Demonstrating to GR's how to conduct FORUM writing workshops.
 - Encourage the GR in their role as Forum representative, including ordering at least one subscription for their Group and submitting personal sharings.
 - Maintain a collection of FORUM Archives (all magazines from 1954 to present) in good order.
- Maintain a list of published articles from Oregon Area members, Groups, Districts, etc.
- Follow guidelines for Area FORUM Coordinator (G-32)
- Serve on Fellowship Communication Action Committee

IMPORTANT: Please read Section I: General Position Description Information for important additional information regarding Al-Anon service positions.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Group Records Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION / QUALIFICATION: An Al-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. Primarily, the Group Records Coordinator keeps track of all the Oregon Area Group Records (meeting times, place, permanent mailing address, GR, etc.) and provides mailing labels and address lists for Al-Anon Family Groups work within the Oregon Area. Work closely with District Representatives and WSO to maintain current information.

RESPONSIBILITIES:

- Coordinate the activities in the Area and act as liaison between the AWSC and the Groups. Act as liaison between the World Service Office (WSO) and the Area members.
- Write a brief report to COMMUNICATOR and present an oral (5 minute) report to the Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as outlined or scheduled by the Area Chairperson.
- Supply printouts such as: meeting lists, special group listings i.e. Alateen, Institutions, Lone members.
- Compare the Group Printouts from WSO and update Oregon Area's List. Submit changes or corrected data to WSO. Supply DRs with copy of Area listing and WSO listing to compare. Print mailing labels for AWSC members to use in their work.
- Provide current Group Records Listings to the Delegate, AISs offices and District Representatives and any coordinator upon request. List may be alphabetized by city or by District according to the needs of the person requesting it.
- Provide Web Coordinator with updated meeting list information
- In charge of maintaining and bringing Oregon Area Mailbox to all Oregon Area functions.
- Serve on Group Services Action Committee

IMPORTANT: Please read Section I: General Position Description Information for important additional information regarding Al-Anon service positions.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Literature Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION/QUALIFICATIONS: An Al-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. The Literature Coordinator provides information received from the World Service Office (WSO) on new pieces of Conference Approved Literature (pamphlets, books, videos, and tapes) for AWSC and assembly members to carry to the group level.

RESPONSIBILITIES:

- Coordinate the activities in the Area and act as liaison between AWSC and Groups.
- Act as liaison between the WSO and the Area members.
- Write a brief report to COMMUNICATOR and present an oral (5 minute) report to the Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as outlined or scheduled by the Area Chairperson.
- Keep a current piece of all Al-Anon/Alateen Literature on hand for easy reference.
- Read and become familiar with each piece of CAL.
- Maintain a supply of current catalogs and order forms for distribution and reference.
- Create displays of CAL for activities in the Area.
- Encourage Members to write sharing's for ongoing and new CAL projects.
- Encourage the use of CAL in recognition of service, as gifts, in fund raising.
- Encourage Al-Anon/Alateen Members to read, The FORUM, Inside Al-Anon, Area Highlights, and Coordinator's Letters from WSO, in addition to new material.
- Keep discontinued literature on file for historical value.
- Serve on Fellowship Communication Action Committee

IMPORTANT: Please read Section I: General Position Description Information for important additional information regarding Al-Anon service positions.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Public Information (PI) Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION/QUALIFICATIONS: An Al-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. Primarily, the PI Coordinator keeps in touch with the World Service Office (WSO), the Area Delegate, and all Al-Anon/Alateen members doing District PI work.

RESPONSIBILITIES:

- Write a brief report to the COMMUNICATOR and present an oral (5 minute) report to the Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as outlined or scheduled by the Area Chairperson.
- Encourage members to help keep a record of Area PI projects and activities at the district level and the group level
- Encourage members to participate in local PI work and shares his own experience, strength, and hope in doing PI work and 12th Step work.
- Act as a clearinghouse for all members doing PI in the Area.
- Act as a PI liaison between the Districts, WSO and Area Coordinators.
- Cooperate with local AIS and Districts in PI efforts.
- Informs Area and local media affiliates of newsworthy events
- Initiate and develop projects at the Area level.
- Follow through on projects initiated by the PI Committee at WSO.
- Serve on Public Outreach Action Committee

IMPORTANT: Please read Section I: General Position Description Information for important additional information regarding Al-Anon service positions.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Web Site Coordinator**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION: An Al-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. The Web Site Coordinator should be familiar with website hosting, domain name registration, website design and usability, uploading and downloading times, and basic HTML knowledge. This position should also be familiar with the information in the Al-Anon Guideline G-40, the WSO Al-Anon Guide to Copyright and Trademarks and WSO suggested policy regarding anonymity on websites. Facilitate communication with Group Records Coordinator and receive updates to area meeting lists from Group Records Coordinator.

RESPONSIBILITIES:

- Maintain website as main Oregon Area communication tool.
- Website design and hierarchy
- Work with all Area Officers and Coordinators to provide pages and services as requested.
- Maintain anonymity of all Al-Anon members
- Maintain email aliases and accounts for AWSC members.
- Consult with World Service Office (WSO), AWSC members to make all website content in conformance with Steps, Traditions and Concepts.
- Ensure fast, smooth download
- Answer webmaster@oregonal-anon email
- Update Oregon Area on-line meeting lists with information from Group Records Coordinator, minimum of twice monthly
- Update Oregon Area on-line events calendar as required
- Weekly upload of entire site to serve
- Obtain assistant/assistants from the fellowship for workload and technical advice
- Write a brief report to COMMUNICATOR and present an oral (5 minute) report to the Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as outlined or scheduled by the Area Chairperson.
- Serve on Membership Outreach Action Committee

IMPORTANT: Please read *Section I: General Position Description Information* for important additional information regarding Al-Anon service positions.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Audit/Budget Committee**

TERM LENGTH: Three Years (Beginning January 1, after appointment)

DESCRIPTION/QUALIFICATIONS: Three Al-Anon/Alateen members, not necessarily a Group Representative [GR], who are appointed by the Area Chairperson. Bookkeeping skills helpful and are suggested. The Committee Members vote at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. Primarily, the Committee proposes an annual Budget and regularly audits the Treasurer's books and records. The Committee Chairman presents their report at Assemblies and to The COMMUNICATOR.

RESPONSIBILITIES:

- Audit Treasurer records at each Assembly and make adjustments as necessary.
- Audit other accounts such as Communicator at least annually and make adjustments as necessary.
- Annually request budget projections from Officers and Coordinators.
- Meet with Treasurer to review/analyze budget requests, resolve any questions, and verify line items against authorized reimbursement schedule.
- Annually compile budget data and submit to Editor for the fall edition of the Communicator.
- Present the Proposed Budget at the Fall Assembly.
- Review requests for Budget overruns and authorize payments if appropriate.
- Annually audit financial records of State Speaker's Meeting.
- Checks records to assure that expenditures are within approved budget
- Serve on Group Services Action Committee

IMPORTANT: Please read Section I: General Position Description Information for important additional information regarding Al-Anon service positions.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Oregon Area Past Delegate**

TERM LENGTH: Life (Beginning January 1, after term as World Service Delegate)

DESCRIPTION: An Al-Anon member who has already served as Oregon Area World Service Delegate. The Past Delegate brings the views and spirit of worldwide Al-Anon to the Area. Often the Past Delegate provides a historical perspective to the Area World Service Committee (AWSC) and Area Assembly on current endeavors.

In Oregon, the Past Area World Service Delegate is a member of the AWSC with voice and vote on that Committee; at the Area Assembly has voice, but no vote.

Active Past Oregon Area Delegates who attend the majority of Assemblies and AWSC meetings are eligible for the drawing for Area financial support to the Northwest Regional Delegates meeting. Refer to Oregon Area Budget Policy.

SERVICE OPPORTUNITIES / RESPONSIBILITIES:

- Study and keep current with the Service Manual as practical.
- Share experience, strength, and hope in Al-Anon/Alateen.
- Supports and encourages the current World Service Delegate, as well as a morale booster for Group Representatives, District Representatives, Officers, and Coordinators.
- Encourage and participate in service work at all levels to carry the message of Al-Anon/Alateen.
- Serve as a resource for information; also may be a Service Sponsor.
- Attend the Area World Service Committee meetings and Area Assemblies as practical.
- Attend and take part in Regional Service Seminars and the Northwest Regional Delegates' meetings to keep up-to-date on Al-Anon policy and communicate with other Al-Anon/ Alateen members when possible.
- Be willing to participate in various service capacities. Examples are, but not limited to, panels, workshops, ad hoc committees, vote counters, and such tasks as needed to be done.
- Serve on assigned Action Committee

IMPORTANT: Please read *Section I: General Position Description Information* for important additional information regarding Al-Anon service positions

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **District Representative (DR)**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION/QUALIFICATIONS: An Al-Anon/Alateen member who is elected from among the GRs of each District, by caucus at an Assembly or in the District prior to the Assembly. Each DR represents a District in the Area, helping the groups to understand Al-Anon principles at the Group, District, and Area levels. DR votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR.

RESPONSIBILITIES:

- Write a brief report to COMMUNICATOR and present an oral (5 minute) report to the Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as indicated in the Oregon Area Handbook: Reporting Schedule Guidelines for AWSC members.
- Schedule and chair District meetings, preferably at regular intervals.
- Assists the Delegate in disseminating World Service Conference information and reports to respective Districts.
- Keep in touch with the GRs of your District to learn the views of the groups and their problems, which in turn, you may report to the AWSC and/or the Delegate.
- Visit all the groups in your District to encourage participation.
- Work with the Area Group Records Coordinator to maintain current group information.
- Assist Groups to understand and apply the Steps, Traditions and Concepts.
- Work with all Area Coordinators.
- Report on District activities at AWSC meetings.
- Assign responsibilities when District hosts events such as Assemblies, SSM,, AWSC, etc.
- Serve on assigned Action Committee as well as assign their Districts GR's to different committees so their District has participation on every committee.
- Reviews paperwork and checks references of Al-Anon members' applying to serve as Alateen sponsors, making sure they meet the Oregon Area requirements, then sends it on to the Area Alateen Process Person.

IMPORTANT: Please read Section I: General Position Description Information for important additional information regarding Al-Anon service positions.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **GROUP REPRESENTATIVE (GR)**

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION: An Al-Anon/Alateen member with a basic understanding of the Program, who is elected by the Group. GRs attend Assembly and District meetings and act as contact between the Group and the DR, and the Group and the Assembly

RESPONSIBILITIES:

- Share the mail from World Service and Area with the Group.
- Serve as FORUM representative for the Group.
- Represent the voice of the Group at District Meetings and Area level.
- Report business and information back to the Group on activities such as: District Meetings, Assembly business, and Delegate's Report of the World Service Conference.
- Inform Group of Program related functions.
- Initiate/support Group activities in Public Outreach
- Assure that World Service and Area appeals for support are read to the Group.
- Serve on assigned Action Committee

IMPORTANT: Please read Section I: General Position Description Information for important additional information regarding Al-Anon service positions.