

## POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Area World Service Delegate**

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

**DESCRIPTION/QUALIFICATIONS:** A current or past District Representative who has kept active in Al-Anon. The Group Representatives at an Assembly elect this person World Service Delegate for a three-year term. The World Service Delegate shares Area experience at three annual World Service Conferences (WSC) which serves Al-Anon worldwide. Delegate brings the views and the spirit of worldwide Al-Anon back to the Area. The Area World Service Delegate votes at the Area World Service Committee (AWSC) meetings but not at Assemblies.

### **RESPONSIBILITIES:**

- Become thoroughly familiar with the Service Manual.
- Take the Area's viewpoint to the WSC on matters affecting the entire fellowship.
- Serve on World Service Office (WSO) Committees as determined or requested by the WSO. May also be polled (by phone, email or mail) by the WSO to render advisory opinions at any time.
- Presents a report annually at the first Assembly following the WSC.
- Give WSC Report to Districts as requested or scheduled.
- Report to the AWSC and Assembly members concerning any letters or other information from WSO.
- Serves as a link to the Groups in the Area with worldwide Al-Anon and Alateen to help them continue to function in unity.
- Keep Alternate Delegate informed as much as possible.
- Provide copy of reports presented at AWSC meetings and Assemblies to Oregon Area Secretary for inclusion in the minutes.
- Serves on various committees ex officio.

**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: **Alternate Area World Service Delegate and  
Oregon Area Alateen Process Person**

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

**DESCRIPTION QUALIFICATIONS:** A current or past District Representative who has kept active in Al-Anon. The Group Representatives at an Assembly elect this person for a three-year term. Works closely with the Delegate, participating in Area World Service Committee (AWSC) activities and replaces the Delegate if the Delegate cannot fulfill the term. Serve as Area Chairperson when Chairperson is absent. The Alternate Delegate also serves as the Oregon Area Alateen Process Person (AAPP). The Alternate Area World Service Delegate votes at the AWSC meetings but not at Assemblies unless also a GR. However, when serving as the Area Chairperson, the Alternate Area World Service Delegate has no voice and no vote at AWSC meetings or Assemblies.

**RESPONSIBILITIES (Alt. Delegate):**

- Work and help the Delegate as much as possible. Become acquainted with all the Delegate's duties.
- Travel with Delegate as appropriate
- Chair New GR Orientation at Assemblies
- Keep Oregon Area Handbook updated

**RESPONSIBILITIES (AAPP):**

Become thoroughly familiar with the Oregon Area Alateen Safety Requirements.

- Receive the Al-Anon Member Involved in Alateen Service form and the "Oregon Area Alateen Sponsor Candidate Application" from the DRs.
- Receive the Oregon State Police (OSP) Background Check Status Reports from the OSP.
- Process the paperwork for Al-Anon Member Involved in Alateen Service forms and send to the WSO to obtain the registration number for the potential/current Al-Anon member involved in Alateen.
- Notify DRs when Sponsor Candidate has completed the process for becoming an Alateen Sponsor. Remind the DR to notify the Sponsor.
- Maintain a current list of qualified Al-Anon members involved in Alateen Service by District and update this list with coordination from the DRs.
- Notify the WSO and/or the DRs of any change to the status of any person on this list. Maintain a list of currently registered Area Alateen Groups (as obtained from the WSO) and compare this list with those of the Districts. Notify the Districts of any discrepancies, ensuring any non-registered Alateen Group or Alateen Group without a Qualified Sponsor is not on any District/Area Meeting Schedule (including the Oregon Area Web Site).
- Notify Web Coordinator of address changes of Alateen meetings
- Make and give mailing labels of the current mailing address of Alateen meetings to Communicator Editor
- Be responsible for carrying out the requirements as defined in the Alateen Complaint Procedures.

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

## POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Area Chairperson**

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

DESCRIPTION/QUALIFICATIONS: An Al-Anon/Alateen member who is elected from among the current or past DRs, by the Area Assembly. The Chairperson does not vote at the Area World Service Committee (AWSC) meetings or at assemblies. Primarily, the Chairperson plans all the agendas and conducts Assemblies and AWSC meetings in an orderly manner, using communication and cooperation as key elements to serve rather than to dictate.

### RESPONSIBILITIES:

- Conducts all assemblies and AWSC meetings.
- Chairman voices no opinions on subjects being discussed.
- Set up the agenda for assemblies with input from the AWSC, including workshops.
- Sends out notices of all meetings to all AWSC members with help if necessary from the Area Secretary or host district.
- Schedules the election Assembly before the end of the Delegate's term of office.
- Reads the Statement of Attendance at the start of each Assembly meeting.
- Makes copies of Agendas and ballot forms to be available at each Assembly.
- Writes small article for Area Communicator.
- Makes name badges available at AWSC and Assemblies.
- Reads motions immediately prior to votes.
- Sends and/or e-mails AWSC/Assembly agenda at least one week ahead of the meeting
- Serves on Group Services Action Committee.
- Confers with World Service Delegate on agenda, scheduling and task assignments as appropriate.
- Makes assignment of tasks as needed. Example (but not limited to) Workshop presentations, Ad Hoc Committee assignments.
- Appoints a DR to temporarily fill the office of any officer that resigns during their term.

**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: **Area Treasurer**

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

DESCRIPTION/QUALIFICATIONS: An Al-Anon/Alateen member who is elected from among current or past DRs, by the Area Assembly. A background in bookkeeping would be helpful. The Area Treasurer votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. Primarily, the Area Treasurer is steward of and reports on the Oregon Area's financial matters.

### RESPONSIBILITIES:

- Make written financial reports at each AWSC and Assembly.
- Submit financial records to Audit Budget Committee at each Assembly and at year-end.
- Submit to the Communicator a recap of treasurer report from the previous Assembly, including the mailing address for donations.
- Submit to the Communicator a list of contributions at least once a year.
- Submit to Archive Coordinator a paper copy of the final year-end financial report.
- Maintain and pass on to the next treasurer a notebook of all final year-end reports (including those from past treasurers).
- Issue receipts for all money received.
- Pay all expenses as approved in the Area budget.
- Send, before each January 1st, to the World Service Office (WSO) the Equalized Travel Fund budgeted amount (ETF) for the Delegate to attend the World Service Conference.
- Request help from Audit/Budget Committee on unique or troublesome decisions need to be made.
- Communicate any areas of concern to Audit/Budget Committee, and AWSC.
- When need is apparent, prepare a special appeal letter to be sent to all Groups asking them to contribute to the Oregon Area Treasury to cover Assembly expenses.
- Determine whether Oregon Area finances meet the threshold for filing income tax returns and file it by due date when required (Form 990).
- Serves on the Business 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: **Area Secretary**

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

**DESCRIPTION/QUALIFICATION:** An Al-Anon/Alateen member who is elected from among the current and past DRs, by the Area Assembly. The Secretary votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless a GR. The Secretary attends AWSC meetings and Assemblies and provides secretarial/administrative work associated with Area business; takes, produces and distributes the minutes of all Assemblies and AWSC meetings.

### **RESPONSIBILITIES:**

- Take the minutes at all Area meetings.
- Review for anonymity and remove last names and use only last name initial.
- Produce and email or mail the minutes of all Area meetings within seven weeks of the meeting.
- Attend to all regular secretarial work for the Area.
- By request from the Area Delegate, record the elected AWSC members' information, (elected position, name, address phone, email) and forwards information to WSO Group Records and to the Delegate. Continue to maintain changes during the term of office keeping WSO and Delegate informed.
- Record the minutes in a permanent minute book to be passed along to the next Secretary.
- Call the Roll of all AWSC members at all Area meetings.
- Maintains a confidential roster of AWSC members, and Alternate DRs, to include name, address, home/cell phone numbers, and email addresses. This is a communication tool and can include websites and email addresses for WSO, Area, Districts, and Area Information Services (AIS) within the Area.
- Creates an AWSC email list for electronic correspondence.
- List on a presentation board all candidates for each office at the Election Assembly.
- Maintains a list of on-going Assembly Motions and provide list to all AWSC members, and submit all on-going motions to the Alternate Delegate for inclusion in the Area Handbook
- Provide Area Archivist with copy of AWSC and Assembly minutes.
- Keeps a record of the storage address of the Area Archives.
- Maintains a history of Assembly meeting and State Speaker Meeting locations and hosting district(s).
- Serves on the 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: **Alateen Coordinator**

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

**DESCRIPTION:** An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. **Must meet the Oregon Area Alateen Safety Requirements to work with Alateens.** Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies unless also a GR. Attend an Alateen Conference once during 3-year term, preferably in the first year, when practical.

### RESPONSIBILITIES:

- Coordinate Alateen activities in the Area and act as liaison between the AWSC and the Groups.
- Act as liaison between WSO and the Area members.
- Writes a brief report to be submitted to the COMMUNICATOR and present an oral (5 minutes) report to the Assembly, with a copy to the Oregon Area Secretary for inclusion in the minutes as outlined and scheduled by the Area Chairperson.
- Partner with all Area Coordinators to include Alateen participation in all projects whenever possible.
- Seek out ways to start Alateen groups in places that lack meetings.
- Encourage Al-Anon members to accept their responsibility to start and sponsor Alateen Groups. Encourage Alateens to send in material for ALATEEN TALK and The FORUM. All material depends on their writing.
- Inform the WSO/ Area Highlights from time to time of Alateen activities in the Area.
- Promote awareness in both Alateen and Al-Anon that Alateen is part of Al-Anon
- Encourage Alateens to come to Assemblies.
- Work with Alateen sponsors to insure Group is getting all mailings.
- Coordinate workshops at Assemblies.
- Coordinate a yearly Alateen Sponsorship Workshop in the Oregon Area.
- Research and be aware of State and Federal laws regarding the reporting of suspected abuse and/or neglect as it relates to Alateen. Share information as applicable when presenting Alateen workshops.
- Serves on Group Services Action Committee

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