

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 unless also a GR.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual before attending the World Service Conference (WSC).
- 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: An outgoing or past District Representative elected to work closely with the Delegate to participate in Area World Service Committee (AWSC) activities and to replace 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 Area World Service Committee (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 with anything needed. Become acquainted with all the Delegate's duties.
- Travels 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 Al-Anon Member Involved in Alateen Service form with 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).
- 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 District Representatives, 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:

- Conduct 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.
- Send out notices of all meetings to all AWSC members with help if necessary from the Area Secretary or host district.
- Schedule the election Assembly before the end of the Delegate's term of office.
- Read the Statement of Attendance at the start of each Assembly meeting.
- Have copies of Agendas, ballot forms, and Oregon Area Handbook available at each Assembly.
- Write small article for Area Communicator.
- Make name badges available at AWSC and Assemblies.
- Read motions immediately prior to votes.
- Send and/or e-mail AWSC agenda one week ahead of the meeting
- Serves on various committees ex officio.
- 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.
- Oversees banners of 12 Steps, 12 Traditions and 12 Concepts to be displayed at each Assembly.

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.
- 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).

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 to all the 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.
- 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.
- Assist the Chairperson.
- 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.
- List on a presentation board all candidates for each office at the Election Assembly.
- Maintain the Roll Call book and the GR voting book.
- Maintain a list of on-going Assembly Motions and provide list to all AWSC members.
- Provide Area Archivist with copy of AWSC and Assembly minutes.

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/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. 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 A 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.

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