

OFFICER POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Area World Service Delegate**

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

QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: leadership, fairness, good communication, adaptability, cultural sensitivity, organization, ability to write clearly, being detail oriented and independent as well as a team member. Although not a requirement, a Service Sponsor is highly recommended.

The World Service Delegate brings the Area viewpoint to three annual World Service Conferences (WSC) which serves Al-Anon worldwide. The Delegate votes on behalf of Al-Anon as a whole and also brings the views and the spirit of worldwide Al-Anon back to the Area. The Delegate is the primary communication link between the groups and WSO. The Delegate primarily uses email and reads a large amount of material and makes presentations to large and small groups. It is strongly suggested that candidates have the capability to text, and to phone and/or video conference on corresponding devices. This position requires a willingness to travel to all districts in Oregon.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Delegate has voice and vote at the AWSC meetings and voice only at Assemblies. It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Bring to the Conference the viewpoint of Oregon Area on matters affecting the entire fellowship and returns to his Area with a broader perspective of Al-Anon worldwide.
- 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.
- Present a report on the World Service Conference at the July Assembly and on-going reports at each AWSC and Assembly.
- Visit Districts and Groups to give reports as requested.
- Report (typically via email) to the AWSC and Assembly members on current information received from WSO between Area meetings.
- Serve as a link to the Groups in the Area with worldwide Al-Anon and Alateen to help them continue to function in unity.
- Work closely with the Alternate Delegate keeping them informed as much as possible.
- Provide copy of reports presented at AWSC meetings and Assemblies to Oregon Area Secretary for inclusion in the minutes.
- Participate in the annual NW Regional Delegates meeting in March.
- Serve as ex-officio member of all committees & Thought/Task Forces.
- Participate in AFG Connects.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Reply to emails, texts and phone calls in a timely manner regarding Oregon Area Al-Anon.
- Participate in AFG Connects and pass relevant information on to AWSC members.
- *Provide articles for inclusion in each Area Communicator.*

OFFICER POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Area World Service Alternate Delegate**

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

QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: basic computer skills and knowledge, which include knowledge of word processing software. Although not a requirement, a Service Sponsor is highly recommended.

Works closely with the Delegate and replaces the Delegate if the Delegate cannot fulfill the term. Serves as Area Chairperson when Chairperson is absent. When serving as the Area Chairperson, the Alternate Area World Service Delegate has no voice or vote at AWSC meetings or Assemblies.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Area Treasurer has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Work with and help the delegate as much as possible, become acquainted with all the Delegates duties, travel with Delegate when asked.
- Chair New GR Orientation/GR Breakouts at Assemblies.
- Chair Oregon Area Handbook (OAH) work group.
- Keep OAH updated and provide new updated Handbook to new panel.
- Consult all current officers and coordinators for input on their Position Description with a goal to have them updated and accurate well before the November election assembly.
- Ensure forms are current in the OAH and on the website.
- Enter all ongoing motions passed at an Assembly and/or AWSC into the Online Oregon Handbook after each event. Cooperate with Website Coordinator to ensure they are published.
- **Make name badges available at AWSC and Assemblies.**
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.

OFFICER POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Area Chairperson**

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

QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: have leadership and organizational abilities; serve rather than dictate; plan an agenda and conduct meetings in an orderly manner. Although not a requirement, a Service Sponsor is highly recommended.

Primarily, the Chairperson plans all the agendas with input from all AWSC members and conducts Assemblies and AWSC meetings in an orderly manner.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairperson and/or Delegate. The Chairperson has no vote at AWSC meetings and Assemblies, and voices no opinions unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Set the agenda for assemblies with input from the AWSC.
- Set the agenda for AWSC with input from other officers and AWSC members.
- Confer with Area Delegate on agendas, scheduling and task assignments as appropriate.
- Appoint the 3 Audit Budget committee members, Flyer Committee members and the Event Liaison from eligible AWSC members.
- Also appoints members for task forces, work groups, thought forces.
- Make assignment of tasks as needed. Example (but not limited to) Workshop presentations, thought force and task force assignments.
- Send out notices of all Oregon Area meetings to all AWSC members with help if necessary from the Area Secretary or host district.
- Send and/or e-mail AWSC/Assembly agenda at least one week ahead of the meeting.
- Make copies of agendas to be available at each Assembly.
- Conduct all assemblies and AWSC meetings.
- Read the Statement of Attendance at the start of each Assembly meeting.
- Read motions immediately prior to voting.
- *Write article for each issue of The Communicator.*
- Appoint a DR to temporarily fill the office of any officer that resigns during their term.
- Keep the second key for our archives storage.
- If an elected officer or any coordinator is not meeting the requirements of the position, it is the chairman's responsibility to counsel with them. It is very important to keep principals above personalities in all of our endeavors, but specifically in this situation. Keep an eye on the problem not the person. Stay focused on the solution.
- Approve, in conjunction with at least one member of the Audit / Budget Committee, any request for advance funds outside the normal operating process.
- Ex-officio member of any committee.
- Participates in AFG Connects.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Call Leadership Committee Meetings as needed.

• **OFFICER POSITION DESCRIPTION**
Oregon Area Al-Anon Family Groups

POSITION NAME: Area Treasurer

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

QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: basic accounting skills and computer knowledge. Although not a requirement, a Service Sponsor is highly recommended.

Primarily, the Area Treasurer is steward of all funds and reports on the Oregon Area's financial matters.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Treasurer has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Use financial software provided by Oregon Area.
- Create written financial reports to present at each AWSC and Assembly; send via email to All AWSC prior to each meeting and have some copies available for GR's.
- AWSC Treasurer's Reports only will include Area Travel Fund expenses for Groups and Districts with name and amount to be displayed.
- Issue receipts for monies received.
- Pay expenses as approved in the Area budget.
- Send the Equalized Travel Fund (ETF) budgeted amount to the World Service Office (WSO) in the first week of January prior to the Delegate attending the World Service Conference in April of the current year.
- Submit financial records to Audit Budget Committee as required by the Financial Guidelines.
- Request help from Audit/Budget Committee on unique or troublesome decisions.
- 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 expenses.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Participate in AFG Connects and pass relevant information on to AWSC members.
- Submit to Archive Coordinator a 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).
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- *Submit to The Communicator a current treasurer's report including the mailing address for donations.*
- *Submit to The February Communicator a list of the previous year's contributions.*

OFFICER POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Area Secretary**

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

QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: organization, typing, computer knowledge, minute taking experience. Although not a requirement, a Service Sponsor is highly recommended.

The Secretary provides secretarial work associated with Area business; takes, produces and distributes the minutes of all Assemblies and AWSC meetings.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Secretary has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Take the minutes at all AWSC and Assembly meetings. Record any motions on the last page of minutes.
- Include a recap of task and thought forces (including charge, members and date of reporting) on the last page of minutes.
- Review minutes and any reports for anonymity and remove last names and use only last name initial.
- Produce and email the minutes of all Area meetings within one month of the meeting to all AWSC members.
- Record the minutes in a permanent minute book to be passed along to the next Secretary.
- Record the elected AWSC members' information, (elected position, name, address, phone, email) and forward information to WSO Group Records. Continue to maintain changes during the term of office keeping WSO informed.
- Maintain and periodically update 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. Sends this roster around room at all Area meetings for corrections and updates. When the confidential roster is updated, send out to all AWSC members in a separate email indicating the changes.
- Call the Roll of all AWSC members at all Area meetings.
- Keep a record of the Area Archives storage address on the roster.
- Maintain a history of Assembly, AWSCs and State Speaker Meeting locations and hosting district(s).
- Will tally and display voting results for candidates for each office at the Election Assembly and remove tallies before candidates re-enter the assembly room.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

OFFICER POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Oregon Area Alateen Process Person (AAPP)**

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

QUALIFICATIONS: A current or past District Representative (DR) who has been active in Oregon Area service during the current or previous Panel. Skills suggested are: leadership, fairness, good communication, organization, being detail oriented and independent as well as a team member. Although not a requirement, a Service Sponsor is highly recommended.

Must be certified as an Al-Anon Member in Alateen Service (AMIAS) before beginning duties.

As an Officer, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The AAPP has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position. General understanding of and experience with databases is helpful.

RESPONSIBILITIES:

- Become thoroughly familiar with the Oregon Area Alateen Safety and Behavioral Requirements (see Oregon Area Handbook Section VIII) and be willing to carry out all functions.
- Become thoroughly familiar with Alateen Safety Guidelines G-34.
- Notify Web Coordinator of any changes for Alateen meetings.
- Be responsible for carrying out the requirements as defined in the Alateen Complaint Procedures.
- Participates in AFG Connects for AAPPs fellowship wide.
- Respond to emails forwarded from District Representatives, the Oregon Area Website, and the World Service Office.
- Support District Representatives in the approval process for AMIAS, providing direction on the general process and for specific situations.
- Maintains Alateen records – for AMIAS and for Alateen Groups on a regular basis – in WSO Online Group Records.
- Conducts Annual WSO Recertification for AMIAS and for the Alateen Groups, confirming all contact information and current status of both. This project begins each March and must be completed by July 1st of each year.
- Processes all potential AMIAS applications through the DHS Background Check Unit. Updates potential AMIAS and District Representatives of the status of the process.
- Makes sure each AMIAS has a background check completed every three years.
- Keeps AMIAS records for three years in a safe and confidential place, shreds any paperwork, and deletes all emails concerning background checks, AMIAS applications, etc., after that three-year period.
- Has at least two back-up files for all emails and documents.
- Re-do background checks for each AMIAS every 5 years
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Since DHS will bill the Area for all Alateen sponsors, work with the Area treasurer to ensure the Area is reimbursed for all background checks for the districts.

COORDINATOR POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Alateen Coordinator**

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

QUALIFICATIONS: Any active Al-Anon member at least 21 years old. Must have a minimum of 2 years in the program and have worked the Steps. Alateen certification is required. **Must meet the Oregon Area Alateen Safety Requirements to work with Alateens.** An interest in working with teens is required. Although not a requirement, a Service Sponsor is highly recommended.

Primarily creates avenues for coordinating Alateen activities in the Area and act as liaison between the AWSC and the Groups

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Alateen Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is also a requirement to have access to a computer, commonly used programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Act as liaison between WSO and the Area members.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly and provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- 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 start and sponsor Alateen Groups.
- Encourage Alateens/Alateen Sponsors to send in material for ALATEEN TALK, The FORUM and *The Communicator*.
- Inform the WSO 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 participate in service work and come to Assemblies.
- Work with Alateen sponsors to insure Groups are getting all mailings.
- Coordinate workshops at Assemblies.
- Coordinate a yearly Alateen Sponsorship Workshop in the Oregon Area.
- Coordinate with Districts to conduct Sponsor Training Workshops.
- 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.
- Keep a 3-ring binder updated of communications, workshops, WSO mail etc., to pass on to the next coordinator.
- Attend an Alateen Conference once during 3-year term, preferably in the first year, when practical.
- Participates in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- Serves on Area Alateen Standing Committee.

COORDINATOR POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Archives Coordinator**

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

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Skills: Organization and computer skills. Although not a requirement, a Service Sponsor is highly recommended.

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. An interest in the history of Al-Anon in Oregon and a desire to learn how this history can be used to enlighten our membership.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Archives Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly and provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Collect and clearly identify materials (with names, places, events, dates, etc.) for Oregon Area Al-Anon/Alateen such as:
 - Editions of discontinued early years of Area literature before Conference approval
 - Books, articles and magazines that mention Oregon Area Al-Anon/Alateen
 - Photographs of important events & Past Officers rosters
 - Copies of *The Communicator* – copy provided by *The Communicator* Editor.
 - Copies of Area minutes - copy provided by Area Secretary
- Prepare and display the Archives at Area activities and service functions.
- Encourage Districts to collect historical District information and items (flyers, programs, group histories).
- Inspire interest in Area Archives with workshops for Area and Districts.
- Keep the key for the archives storage unit and confirm the annual payment with area treasurer.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc., to pass on to the next coordinator.
- Participates in AFG Connects.
- Location of Archives is Listed on the most current AWSC Roster.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

COORDINATOR POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

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

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

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Skills: Organizational and detail oriented. Although not a requirement, a Service Sponsor is highly recommended.

The Coordinator is primarily responsible for producing, emailing and mailing *The Oregon Area Al-Anon Communicator* prior to each AWSC.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Communicator Editor has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- 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; if possible include proposals for voting at Assembly incorporating the pros and cons of issues for consideration, when available.
- Print enough of The Communicator copies for each District Representative at AWSC. Send electronic copy to Web Coordinator for posting on the website. Provide a hard copy and digital copy to the Archivist. Send a copy to WSO at wso@al-anon.org. Email electronic copy of newsletter to groups, AWSC members and to Al-Anon members, who request an electronic copy. Mail hard copies to individuals, who request and pay for a subscription to The Communicator.
- Write a brief report for The February Communicator and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Work with the Group Records Coordinator to ensure accurate group email address for sending electronic issues.
- Review other Area Newsletters and WSO Guidelines (G-21) for ideas.
- Keep and maintain a set of the Area newsletters and transfer to next coordinator for safekeeping.
- Keep a 3-ring binder updated with communications, workshops, WSO mail, etc. to pass on to the next coordinator.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

COORDINATOR 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)

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended.

Coordinator serves as a liaison for the Oregon Area between Al-Anon (Area and WSO) and practicing professionals (such as the court system, doctors, counselors and others) who deal with or provide treatment for Al-Anon members (and/or their families).

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The CPC Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- 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 for *The February Communicator* and present an oral (5 minutes) report to the July Assembly; provide electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Encourage Districts and Groups to keep a current list of CPC professional contacts.
- Inspire Members to participate in local CPC work.
- 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 during 3 year term.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc., to pass on to the next coordinator.
- Participates in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

COORDINATOR POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Forum Coordinator**

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

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended.

The Forum Coordinator needs a willingness to share and willingness to follow the directions given by WSO for the Forum position. Must be willing to go anywhere in Oregon to give workshops.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Forum Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Act as a liaison between WSO, AWSC, and Al-Anon Districts, Groups, and Members in the Oregon Area.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly, provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Recognize and transmit the importance of The FORUM to the Fellowship:
 - Facilitate workshops as requested/needed in Districts and at Area level.
 - Demonstrate how to conduct FORUM writing workshops.
 - Encourage the GR in their role as Forum representative, by ordering at least one subscription for their Group and submitting personal sharing's.
 - Maintain a collection of FORUM Archives (all magazines from 1954 to present) in good order.
- Maintain a list of published articles in the Forum from Oregon Area members.
- Present at least one workshop for Oregon area during 3 year term.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc., to pass on to the next coordinator.
- Participate in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

COORDINATOR POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Group Records Coordinator**

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

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended.

The Group Records Coordinator keeps track of all the Oregon Area Group Records (meeting times, place, mailing address, GR, etc.) and upon request, provides group contact information for Al-Anon Family Groups work within the Oregon Area. Work closely with District Representatives and World Service Office (WSO) to maintain current group information.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Group Records Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position. Also requires knowledge of computer databases or the ability to learn.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Attend Area World Service Committee (AWSC) meetings and Oregon Area Assemblies.
- Coordinate the Group Records 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.
- Use the **WSO On-line Group Records** application to:
 - Register new groups
 - Make group changes
 - Generate reports as needed
- Verify any meeting that does not come from a District Representative with the meeting's District Representative before posting.
- *Write a brief report for The February Communicator and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.*
- Provide Web Coordinator with updated meeting list information.
- Coordinate meeting updates with the AIS when an AIS is serving the district's meeting.
- Maintain Group Records binder with updated information.
- Participate in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

COORDINATOR POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Literature Coordinator**

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

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended.

The Literature Coordinator communicates and carries the message of recovery and unity through Conference Approved Literature (CAL) to the districts, Literature Distribution Centers, (LDC), groups and members in the Area.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The Literature Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook
- Coordinate the literature activities in the Area.
- Act as liaison between the WSO and the Area and AWSC and Groups.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- 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, order forms and bookmarks 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 CAL.
- Present at least one workshop for Oregon area during 3 year term.
- Participate in scheduled conference calls with WSO and other Area Literature Coordinators.
- Participate in AFG Connects.
- Store all current and discontinued CAL for safe keeping.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc., to pass on to the next coordinator.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

COORDINATOR POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

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

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

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended. A strong passion for Al-Anon and a desire to encourage and motivate public outreach among Oregon Al-Anon members, Districts and groups.

The primary duty of the Public Information Coordinator is to keep ~~keep~~ stay in touch, with the Area Delegate and all Al-Anon members doing Public Information work in the Area, and to act as Public Information liaison among local groups and between local groups and the World Service Office. The Public Information Coordinator follows through on projects initiated by the Public Information Committee at the World Service Office.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The PI Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Work with districts to maintain a list of contacts for activities at the district and the group level.
- Encourage members to participate in local PI work and share his own experience, strength, and hope.
- Act as a PI liaison between the Districts, WSO and Area Coordinators.
- Cooperate with local AIS and Districts in PI efforts.
- Inform Area and local media affiliates of newsworthy events.
- Initiate and develop projects at the Area level.
- Present at least one workshop for Oregon area during 3-year term.
- Maintain records (communications, workshops, WSO mail, etc.) to pass on to next Public Information Coordinator.
- Participate in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.
- *Write a brief report for The February Communicator and present an oral (5 minutes) report to the July Assembly; provide a copy to the Oregon Area Secretary for inclusion in the minutes.*

COORDINATOR POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Website Coordinator**

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

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Although not a requirement, a Service Sponsor is highly recommended.

The Website 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. Coordinator facilitates communication with Group Records Coordinator and receives updates to area meeting lists from Group Records Coordinator.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The PI Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR).

It is a requirement to have access to a computer, its programs and the Internet for this position. It is also required to have constant access to the tools and equipment necessary to the position. If there is software provided by the Oregon Area, the software must be protected and updated as necessary. The Coordinator agrees to surrender the software at the end of the term.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Maintain website as main Oregon Area communication tool.
- 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.
- Maintain all website content in conformity with Steps, Traditions and Concepts.
- Update Oregon Area on-line meeting lists with information from Group Records Coordinator.
- Update Oregon Area on-line events calendar as needed.
- Maintain a backup system to save the website.
- Seek technical advice as necessary.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc., to pass on to the next coordinator.
- Inform AWSC and Assembly of changes as necessary.
- Participate in AFG Connects.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

COORDINATOR POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Technology Coordinator**

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

QUALIFICATIONS: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. Skills: Be familiar with virtual meeting platforms (e.g., Zoom) and be willing to learn how to use the various functions needed to host virtual meetings, create polls, use meeting rooms for breakout sessions, etc. Although not a requirement, a Service Sponsor is highly recommended.

The Technology Coordinator needs a willingness to work with and alongside of Area Officers and Area Coordinators when setting up various presentations. Must be willing to store, transport, set-up, and maintain area equipment, including but not limited to microphones, projector, and the sound system.

As a Coordinator, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The PI Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is a requirement to have access to a computer, its programs and the Internet for this position. It is a requirement to have knowledge of computer software programs used by Oregon Area members, audio visual equipment set-up and use for presentations and the ability to quickly learn current programs being used.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and the Oregon Area Handbook.
- Write a brief report for The February Communicator and present an oral (5 minutes) report to the July Assembly and provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc. to pass on to the next coordinator.
- Reply to emails received through Oregon Area Website.
- Must be willing to attend every AWSC and Assembly meeting or have at least notified the Oregon Area Chair with as much time as possible if unable to attend.
- Arrive a minimum of 30 minutes early to each meeting to have all equipment set up.
- Be willing to research new software programs and equipment in order to facilitate electronic meetings in various parts of the state as well as to assist with implementing those changes.
- Work with AWSC and Assembly host to make sure we have everything needed in order to use electronic technology with our current Area equipment and computing devices.
- Find a replacement to either host the virtual meeting or attend AWSC or Assembly so that the appropriate equipment can be set up.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.
- Submit annual budget request to Audit-Budget in Mid-August for Budget.

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Audit/Budget Committee**

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

QUALIFICATIONS: 3 Al-Anon members, not necessarily a GR, who are appointed by the Area Chairperson. The Audit/Budget Committee members have voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR. Although not a requirement, a Service Sponsor is highly recommended.

Bookkeeping skills helpful and are suggested. Primarily, the Committee proposes an annual Budget and regularly audits the Treasurer's books and records. They present their reports at Assemblies and send reports electronically to the Area Secretary and to The *Communicator* Editor for inclusion in the minutes and *The Communicator*. The 3 appointed members choose their own chairperson.

As a committee member, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The committee members have voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR). It is also a requirement to have access to a computer, its programs and the Internet for this position.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Audit the Treasurer's records according to Financial Guidelines in Oregon Area Handbook and make adjustments as necessary.
- Annually audit State Speakers Meeting and OAC financial records and propose/make adjustments as necessary.
- Annually request budget projections from AWSC members.
- 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 electronically to *The Communicator* Editor for the October edition.
- Present the Proposed Budget at the November Assembly.
- Review requests for Budget overruns and authorize payments if appropriate.
- If the treasurer is asked for advance funds outside the normal operating process, approval must be given by the Area Chairperson and at least one member of the Audit-Budget Committee.
- Review financial records to assure that expenditures are within approved budget.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.

Audit-Budget Chairperson responsibilities:

- Present a report of the Quarterly Audits results at AWSC meetings and Assemblies
- Responsible to schedule quarterly audits in a timely manner
- Contact AWSC members for annual budget requests prior to budget preparation meeting.

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 at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

Active Past Oregon Area Delegates who attend the majority of Assemblies and AWSC meetings are eligible for the drawing for Area financial support to attend the Northwest Regional Delegates meeting. Refer to Oregon Area Budget Policy. Although not a requirement, a Service Sponsor is highly recommended.

SERVICE OPPORTUNITIES / RESPONSIBILITIES:

- Study and keep current with the Service Manual as practical.
- Share experience, strength, and hope in Al-Anon/Alateen.
- Support and encourage 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 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 need to be done.
- Reply to emails in a timely manner regarding Oregon Area Al-Anon.

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. District Representatives have voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR. Although not a requirement, a Service Sponsor is highly recommended.

As a DR in Oregon, it is a requirement to attend 3 AWSC meetings and 3 Assemblies each year during the panel (per Section 1, Page 2, Statement of Attendance) and possibly other meetings called by the Chairman and/or Delegate. The DR has voice and vote at the AWSC meetings and voice only at Assemblies unless also a Group Representative (GR).

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook
- Attend assemblies and AWSC meetings to serve as link for groups in their District.
- Write a brief report for *The June Communicator* and present an oral (5 minute) report to the March Assembly with a copy to the Oregon Area Secretary for inclusion in the minutes as indicated in the Oregon Area Handbook.
- Communicate with the GR's of District to learn the views of the groups; visit all the groups in your District to encourage participation.
- Schedule and chair District meetings, preferably at regular intervals.
- Use links of service for problem resolution.
- Disseminate all communications from Area Officers and Coordinators to the GRs.
- Work with the Area Group Records Coordinator to maintain current group information
- Report on District activities at AWSC meetings.
- Assign responsibilities when District hosts events such as Assemblies, State Speaker Meeting (SSM), AWSC, etc.
- Provide application packet to members interested in serving as Al-Anon Members In Alateen Service (AMIAS). Arrange to meet with them and review their completed applications, contacting all references. Make sure they understand the Oregon Area requirements. If the applicant is approved, send completed forms to the Area Alateen Process Person (AAPP) and direct the applicant to get background check done, following the Area protocol.
- Provide new AMIAS with copies of the Oregon Area Safety Requirements and Alateen Safety Guidelines (G-34).
- Cooperate with AAPP for Annual Alateen Recertification, contacting each current AMIAS in their district to confirm all contact information and their current status of involvement with Alateen. Confirm all Alateen Groups.

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. Although not a requirement, a Service Sponsor is highly recommended.

As a GR in Oregon, it is a requirement to attend 3 Assemblies each year during the panel (per Section1, Page 2, Statement of Attendance). The GR has voice and vote at Assemblies.

RESPONSIBILITIES:

- Become familiar with the current copy of Al-Anon/Alateen Service Manual and encourage its use among Group members.
- 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.