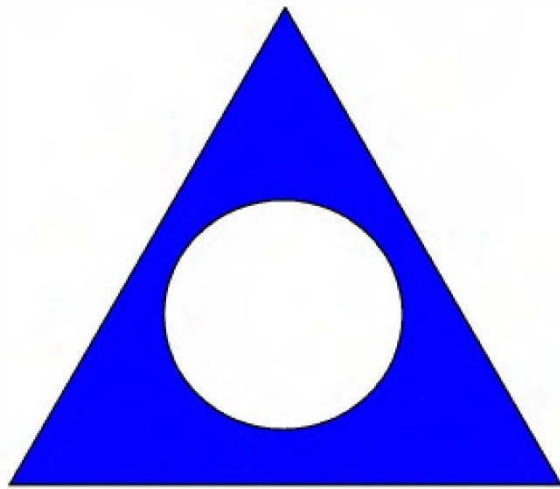


# **Gratitude in Working Clothes**



**Connecticut AFG Area  
Service Opportunities**

October 3, 2008  
Accepted by CT AWSC

## CONNECTICUT AFG AREA SERVICE OPPORTUNITIES/ DESCRIPTIONS

*Please note: The Delegate, subject to the approval of the Area World Service Committee, appoints all coordinators selected from resumes submitted by qualified members. Qualifications shall be consistent with the responsibilities of the position as set forth in the Al-Anon/Alateen Service Manual and current Connecticut AFG operating procedures. All signatories of AWSC checking accounts are bonded and credit checks are necessary, including, but not limited to: AWSC treasurer, chairperson, delegate, secretary, literature coordinator, Al-Anon convention treasurer, chair and co-chair, Al-Anon workshop treasurer, and Sponsorship seminar treasurer.*

### ELIGIBILITY FOR AWSC OFFICERS' SERVICE POSITIONS

Per a motion made and passed at the November 2019 Fall Assembly the following are the current eligibility requirements to become an Area Officer;

1. **DR's** who will have completed a 3-year term on December 31 of the election year.
2. **Past DR's** who have completed a three-year term and who are currently active **above the group level**.
3. The **DR's** who at the time of initial paneling who completed the 2-year term and are currently active **above the group level**.

*Beginning 11/2019 the above is in effect for a 6-year trial term. Delegate and Alternate Delegate are elected by a 2/3 Assembly vote and Secretary, Treasurer and Chair are elected by a simple majority*

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Revised 10/14/2021

### **AA EVENTS COORDINATOR**

A three-year term with a voice and vote at the Area World Service Committee (AWSC) meetings. At assembly, position has voice only and cannot vote unless serving as a Group Representative. Attends all Assemblies, AWSC meetings when necessary, and AWSC budget meeting to set line-item budget.

#### **Guidelines:**

- May attend AA planning committees; when no Al-Anon members in Chair or Co-Chair roles are yet in place or to introduce newly appointed Al-Anon members to the event committee.
- Seeks Al-Anon members to serve as Chair and Co-Chair for each AWSC approved Area 11 event, i.e., Area 11 Convention, Round-Up, Soberest, Rompiendo Fronteras / Breaking Frontiers and CSCYPAA. \*On occasions when Connecticut wins the bid to host a regional YPAA events (Most likely NECYPAA), Coordinator will consult AWSC to confirm the Area's support in participating and the Regional YPAA Host committee to confirm interest in having Al-Anon participation. Once both are confirmed, Coordinator should identify a chair and co-chair for this event as well.
- Establishes a working relationship with Area 11 Officers via e-mail to Area Delegate, and Alternate Delegate, and consult the Area 11 Website to remain up to date on Area 11 events, request contact information for event committee chairs and committee meeting schedules.
- Provides Al-Anon members in Chair or Co-Chair roles with dates and location of committee meetings.
- Introductions to the appropriate Area 11 event Committee Chair. As well as, Al-Anon delegate, Area literature Coordinator, Alateen Coordinator, Public Outreach Coordinator, and Archives Coordinator.
- Provides job descriptions and information notebooks to individual liaisons and encourages liaison to add information from their event with suggestions as needed.
- Since there is only the AA Events Coordinator notebook and a CSCYPAA notebook. It may be worth considering creating a digital notebook, via Google Docs or another platform to retain historical intelligence.
- Supports the Al-Anon members in Chair or Co-Chair roles for each event as needed, providing guidance, and understanding of our traditions and concepts to ensure a principally oriented program.
- Attends the AA events when possible
- Works with the Area Treasurer to develop budget for all AWSC approved events.
- Submits report to the AWSC and the Area Assembly periodically throughout the year and their term.
- Emails flyers and pre-registration forms to AWSC Secretary and asks Website Coordinator to put on website.
- If copying needs to be done offers to do it, so chairs don't incur expense needed for event.
- Emails expense reimbursement form to Chairs & Co-chairs with information on where to send (provide address and email of Area Treasurer and send to AA Events chair to keep track of expenses)

#### **Financial Support for the events includes:**

- Payment for mileage to attend Committee meetings for the Chair, Co-Chair, and AA Events Coordinator.
- Payment for mileage to attend the events for the Chair and Co-Chair
- Registration for the event for the Al-Anon Chairperson, Co-Chair, Al-Anon, and Alateen Keynote speakers, and one person for PO, Literature, and Archives tables, if they are participating in the event.
- One night lodging for the Al-Anon members in Chair or Co-Chair roles (one room to share) as well as the Al-Anon keynote speaker (if necessary). \*Should funds be available in the budget.
- Token gifts for the keynote speakers
- Updates detailed job description at the end of term and submits it to the Website Coordinator to be posted on the Membership Website.

**TIP:** outgoing aa events coordinator needs to find chair for Soberfest and possibly Round-Up, depending on date of event, before finishing 3-year term.

## **AL-ANON CONVENTION CHAIR**

A one-year position with a voice and vote at the Area World Service Committee (AWSC) meetings. At assembly, position has voice only and cannot vote unless serving as a group representative. Attends assemblies and AWSC, when necessary, to give reports. Monthly committee meetings are held starting in September until event and follow up, generally at the site location or on Zoom.

### **Guidelines:**

Last year's Convention Co-Chair becomes this year's Convention Chair. The hotel contract will have already been signed by the Convention Chair or BOD Chairman.

- During the summer, the current Chairman meets with his/her Program chairs going over CD's looking for keynote speakers. At the same time, schedules monthly meeting dates for the year at the hotel and plan space/rooms as needed.
- Arrangements for in-person meetings to be coordinated with the hotel contact.
- Has credit check as bonded signatory of the convention checking account along with the convention treasurer during the summer months prior to the convention committee meetings.
- Chairs monthly meetings starting in September until event and follow-up, generally at the site location or on Zoom.
- Makes sure that all positions are filled, this is done after the previous convention ends and during the summer months prior to the first committee meeting in September. Suggested committees: AA Liaison, Activities, Alateen liaison and sponsor, Dance, Decorations, Entertainment, Floater, Flyers/Public Outreach, Greeters, Hospitality, Literature, Name Tags, Pre-registration, Program, Properties, Raffle, Sales/Souvenirs, Secretary, Spanish Liaison, Treasurer and Walk-in Registration
- Distributes appropriate planning notebooks to each committee chair. This is also done at the final meeting of the previous convention.
- Keeps on file for self-reference a past copy from each committee's final notebook report
- Continues to follow up throughout the year with the Flyer chair and Website Coordinator to make sure Public Outreach is up-to-date
- Plans final walk through with hotel contact person. (Usually after the last two meetings before the convention)
- A week or two before convention, contacts hotel and meets to go over any changes in the final contract. Suggestion: this must be done 3 weeks before the convention. Everyone at the hotel and on the committee must be on the same page. This includes all room set-ups, chairs, tables, water stands, etc.
- After the final committee meeting before the convention on Sunday afternoon walk through with the hotel staff/Manager.
- Chairs general meetings at convention.
- Chair generally occupies the Presidential Suite during the weekend unless there is a change in venues.
- Chair wraps up meeting with all convention committee members. Sunday afternoon after convention ends up in the designated meeting room. Floaters go and purchase pizza for lunch during meeting. This meeting is a good time for the co-chair to get members to step up for next convention.
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website
- Following the current convention, the chairperson takes on the role of Ex Officio for one year

Revised October 13, 2022

Adopted by AWSC Group Conscience - 3 October 2008

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## **AL-ANON CONVENTION CO-CHAIR**

One year position as Co-chair and assumes the position of Al-Anon Convention Chair the following year. As Co-chair has voice but no vote at AWSC unless chairperson is absent. At assemblies, the position has a voice, but no vote, unless co-chair is also serving as a group representative. Attends all monthly meetings of convention committee and submits reports to the AWSC when requested.

### **Guidelines:**

Submits service resume to Area Delegate for AWSC meeting and attends the May meeting to present resume for Area confirmation. Co-chair negotiates with hotel for following year. Co-chair brings back information to the Area in December for vote. After the Area votes to approve location site, the Chairman of the Board of Trustees will sign the contract with the hotel for the coming year.

### **Responsibilities:**

- Assists Chairperson on an as-needed basis
- Has credit check as bonded signatory of the Convention checking account
- Finds acceptable sites for following year's convention and brings choices to AWSC in December for vote.
- Finds acceptable site for Serenity Breakfast
- Finds speakers for the Serenity Breakfast and coordinates with Electronics Chair, Spanish Liaison, and Raffle Chair for Breakfast.
- Creates and distributes flyers for Theme Contest for following year at June Assembly
- Creates and distributes Serenity Breakfast Registration form to Website Coordinator for November Assembly.
- Leads discussion/vote of themes at September's Convention meeting
- Plans and hosts "Spiritual Breakfast" in January to kick off convention activities.
- Purchases gifts for Serenity Breakfast speakers.
- Utilizes/composes Serenity Breakfast Questionnaire for distribution at Serenity Breakfast asking for a return by a specific date.
- Reviews Questionnaire and includes results in final report to Convention Committee.
- Microphone is turned over to co-chair at Sunday's Spiritual meeting where he/she introduces the spiritual speaker.
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website.

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### **AL-ANON WORKSHOP CHAIRPERSON**

A one-year position with a voice only at the Area World Service Committee (AWSC) meetings. At assembly, position has voice only and cannot vote unless serving as a group representative. Attends AWSC as requested and assemblies. It is beneficial to attend annual budget meeting to set line item for following year's workshop. Oversees that workshop treasurer has credit check as signatory of workshop checking account.

#### **Guidelines:**

- Finds a site and committee members
- Obtains seed money from area treasurer
- Contacts AA to secure an AA liaison and cooperates with AA liaison
- Distributes committee planning notebooks to chairpersons
- Chairs planning meetings leading to a fall (October) day of workshops and speakers from Al-Anon and Alateen
- Chairs follow-up meeting and collects planning notebooks to be passed on to next year's committee members
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website.

Revised 10/

Adopted by AWSC Group Conscience - 3 October 2008  
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## **ALATEEN COORDINATOR**

The Alateen Coordinator should be an AI-Anon member involved in Alateen Service (AMIAS) and should be knowledgeable in Connecticut's Area Alateen Safety and Behavioral Requirements for Alateen and WSO, and activities and events with Alateen involvement.

The Alateen Coordinator is a three-year position with a voice and vote at the Area World Service Committee (AWSC) meetings. At assembly, position has voice only and cannot vote unless serving as a group representative. Attends all assemblies, AWSC meetings when necessary to report, and AWSC budget meeting to set line-item budget.

### **Guidelines:**

- Facilitates monthly area sponsors meetings.
- Acts as the liaison between the Area and WSO in collaboration with the Area Alateen Process Person (AAPP).
- Fosters awareness that both Alateen and AI-Anon are one and the same and not separate entities.
- Makes sure that all Sponsors and Teens are adhering to WSO and Connecticut Behavioral and Safety Policies and Procedures.
- Create and/or update training materials
- Update Connecticut's Alateen Safety and Behavioral Policies and Procedures.
- Facilitates workshops/training sessions for prospective sponsors on going.
- Hosts Alateen Sponsored Workshops yearly (4-8 hours) for all Group Sponsors'/AMIAS'.
- Collaborates with AAPP to maintain a list of Alateen Groups qualified to be listed in schedules.
- Identifies Alateen Sponsors and ensures that potential sponsors follow the links of service with the appropriate District Representative, AAPP, and the area Secretary for background checks.
- Acts as a liaison between the area and sponsors.
- Checks WSO E-Communities on a regular basis for new postings.
- Checks emails in assigned account regularly.
- Collaborates with AAPP in the annual re-certification process of submission of Alateen forms and WSO Group Records reports.
- Collaborates with AAPP to update training material and provide training to Group Sponsors'/ AMIAS'.
- Processes removal of inappropriate or non-conforming sponsors and/or groups.
- Works with Public Outreach Coordinator to help growth of Alateen.
- Works with Chairpersons, Event Coordinators, and Alateen Sponsors to help provide coverage for Alateen participation in all AA or AFG recognized events.
- Responds as needed to inquiries about Alateen including Public Outreach, LDC, Answering Service and District Representatives as well as individuals.
- Serves as a resource by visiting Districts to promote awareness of Alateen.
- Oversees and helps provide Alateen Keynote Speakers with enough Program Growth to properly represent CT Alateen as a whole at major Alateen/AI-Anon and AA events. (Conventions, Anniversaries, etc.)
- Coordinates October Alateen Awareness Month for Connecticut
- Attends all required WSO training and participates in Webinar with WSO as required
- Coordinates with Connecticut Alateen Sponsors/AMIAS to provide continuity of coverage if required for Alateen meetings.

### **ALATEEN COORDINATOR [continued]**

- Interfaces with other Alateen Coordinators from other areas (states) either by AFG Connects or phone conferences.
- Reviews flyers to ensure compliance with Alateen Guidelines.
- Submit flyers to Website Coordinator to post
- Updates detailed job description at the end of term and submits it to Area Secretary to be posted on the Membership Website.

### **Skills Required:**

Knowledge of both WSO and Connecticut's Alateen Safety and Behavioral Policies and Procedures, Access to computer with Internet Connection, Experience with Microsoft Word, Strong Communication skills.

Revised 10/3/2022



### **AREA ALATEEN PROCESS PERSON [AAPP]**

A three-year position with a voice and vote at the Area World Service Committee (AWSC) meetings. At Assembly, position has voice only and cannot vote unless serving as a group representative. The AAPP is a certified AMIAS and must maintain certification throughout the term. Attends all Assemblies, Area Alateen/AMIAS meetings and the AWSC budget meeting to set line-item budget. Attends AWSC meetings and provides reports as required.

#### ***Guidelines:***

- Serves as the Area's designated Alateen contact (liaison) with WSO Group Records Department regarding Alateen forms and Connecticut Area Alateen information, as required. Also liaises with other AFG Areas as required by the Connecticut Alateen Group Sponsors/AMIAS Guidelines.
- Collaborates with the Alateen Coordinator as determined by the Area process, concerning the distribution and submission of Alateen forms and WSO Group Records reports. Processes all Annual Group Update Forms, completed by the Group CMA, by June 1st.
- Every March, the Area Alateen Process Person will initiate the re-certification process for all AMIASs. The AAPP will notify all Group Sponsors/AMIAS' and District Representatives of the re-certification requirement and will supply them with Forms B & C (or current appropriate forms).
- The Alateen Area Process Person collaborates with the Alateen Coordinator to review and sign all appropriate re-certification documents. The MPP will submit all forms and/or perform all functions associated with CT Area AMIAS re-certification with WSO by July 1 of each year.
- The AAPP will notify the Alateen Coordinator and the appropriate District Representative when any AMIAS or Alateen Group is no longer certified.
- The AAPP will review on an ongoing basis the forms in our Connecticut Alateen Group Sponsor/AMIAS Guidelines to ensure they are the most current forms and are posted on our Area website.
- Provide every newly confirmed AMIASs with Form B and register them with WSO ASAP.
- The AAPP is responsible for keeping an up-to-date contact list and provide same to all AMIASs.
- Processes all new Alateen Groups or Group changes with the Area Webmaster, Area Group Records Coordinator or AWSC designee and WSO, as required.
- Functions as an Area Alateen public outreach/information resource visiting newly impaneled Districts and participating in all Alateen workshops and training/development programs.
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website.

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Adopted by AWSC Group Conscience - 3 October 2008

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### **ANSWERING SERVICE COORDINATOR**

A three-year position with a voice and vote at the Area World Service Committee (AWSC) meeting. At assemblies, position has voice only and cannot vote unless you are serving as a group representative. Attends all assemblies, AWSC meetings; along with attending AWSC budget meeting to set up line-item budget for the Answering Service. This position maintains the Google Voice as our Answering Service, maintains the Primus 1-888 number, keeps Google sheet records with number of calls monthly and volunteers and their phone numbers.

#### **Guidelines:**

- Your phone number is main device number connected to Google Voice
- You link phone numbers of volunteers to Google Voice as well as delete them when their time is up.
- You are the main person volunteers contact with questions regarding starting meetings, Alateen meetings, etc. You will then contact the specific person such as Alateen Coordinator, Public Outreach Coordinator, District Representative to name a few to follow up and contact caller.
- Any calls not answered go directly to voice mail and/or email to your email address and you will be required to return call and should it be needed to refer the call, contact the caller first to ask them for their permission to send their message to the appropriate person to talk to them. (Public Outreach, Alateen)
- You are on volunteer list for 12 months of each year (3-year service) to answer calls as a back-up.
- Conducted training for new volunteers (meeting with handouts - which will be given to you)
- Hold follow up meetings as needed with volunteers.
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website.

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## **ARCHIVES COORDINATOR**

A three-year position with a voice and vote at the Area World Service Committee (AWSC) meetings. At assembly, position has voice only and cannot vote unless serving as a group representative. Attends all assemblies, AWSC meetings when necessary, and AWSC budget meeting to set line-item budget.

Due to a limited storage area at the AFG Office, it would behoove the coordinator to place as much as possible on the 'cloud' or on flash drives. Future consideration should be given to renting space with temperature and climate control. The extent of archival holdings depends largely on space. Common sense is a key factor in determining what is of historical value, what will be history in the future, and what can be discarded.

### **Guidelines:**

- When possible, attends and displays archives (or designates another) at events where Al-Anon is asked to participate.
- Initiates a CT AFG Archives presence on the CT AFG website. Scanning materials periodically to post in the initiated Archives Corner on the website to familiarize members with CT AFG history.
- Collects and preserves flyers, audio and video tapes, photographs (with permission), programs, correspondence, and electronic media from area. Since most communication today in Al-Anon is via email, there needs to be a reformation of how archives will be stored and preserved. This would take computer knowledge and expertise from the Area Archives Coordinator. He/She could create an online digital library of the CT AFG archives, and work closely with the Website coordinator.
- Maintains and organizes storage of archival materials at Connecticut's AFG office. As of 2022, the CT AFG Archives have been successfully sorted and stored in 25 boxes in the storage room of the office in Hartford. A printed catalog of the box contents has been distributed to members, and is also stored at the office.
- A boombox is stored in the cabinet with the audio archives so members can listen to CDs and tapes.
- Coordinator may ask groups to further contribute paper archives if they have them stored in their meeting areas; however, current and future Al-Anon media and correspondence will be digital.
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website.

**The following is from WSO Guidelines (G30)**

### ***Suggested Uses for Archival Material:***

- Archival material can be used for conventions, workshops, at Assemblies, anniversary meetings, public information displays on the CT AFG website, and anywhere that you would like to share the Area's Al-Anon history.
- Archives Coordinator and Archives Committee
- The Archives Coordinator may choose to establish a committee to help with projects. Members who are selected for Archives Coordinator are usually familiar with the AFG Area history and interested in its preservation. In cooperation with the Area, the Archives Coordinator, along with the Archives Committee, if established, is responsible for the preservation and maintenance of the local Area Archives. The Archives Coordinator is responsible for establishing policies and procedures for the CT AFG Archives, which are approved by the Area World Service Committee (AWSC). The Archives Coordinator maintains final responsibility and authority for the use of the archives in compliance with all matters of general policy of the AWSC.

## **ARCHIVES COORDINATOR [Continued]**

### ***Suggested categories of What to Keep and What to Build on:***

- Minutes of the Area Committee and Assembly Meetings and Minutes of the Board of Director's Meeting.
- Group histories
- Longtime member interviews and recordings
- Directories-Area and local
- Fliers for Group Anniversaries, Assemblies, conventions, or events
- Programs of conventions
- Locally produced public information literature for presentation or educational purposes
- Area articles that are selected for use in WSO publications i.e., CT contributions to The Forum or Alateen Talks.
- Conference Approved Literature with pioneer autographs that commemorate local events.

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Adopted by AWSC Group Conscience – 3 October 2008

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## AWSC CHAIRPERSON

Elected by the November election assembly every three years. Attends all AWSC meetings (8); assemblies (2), annual budget meeting (1) and monthly agenda meetings (10). Has voice at all meetings and generally reserves votes in the event of a tiebreaker. Does not vote at assemblies unless there is a tiebreaker.

### Guidelines:

- Established AWSC meeting date for AWSC Members to Secretary for distribution yearly.
- Sets the agenda for AWSC meetings in consultation with area officers
- Conducts all AWSC meetings and Assemblies
- Asks secretary to send out notices of all meetings to officers and all voting members
- Appoints DR to replace an area officer who has resigned and/or unable to fulfill their term of office from his/her position until the next voting Assembly. Then calls an election at the next Assembly for a replacement for the balance of the term. (with the exception of the delegate)
- Works closely with Hosting Districts for upcoming Assembly.
- Calls an assembly soon after the delegate returns from WSC second Saturday in June
- Every three years, officiates at the November assembly for the election of new delegate and officers
- Develops and maintains strong working relationships with the support of other Officers, DR's, Coordinators, Event Chairs and collaborates with them to resolve conflicts within the Area
- Reserves room annually.
- Notifies AWSC members for reports to be presented to the AWSC members (at AWSC meetings and Assemblies).
- Forms a committee to review BOD applicants for qualification only and forwards recommendations to the Delegate.
- Ensures notification of AWSC members of meeting cancellations or delays. Develops storm list for notifications.
- Has credit check as a bonded signatory of the AWSC checking account
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website.

### Requirements:

- Strong leadership skills
- Strong computer and technical skills are required for this role
- Ability to work as a team member.
- Strong Communication Skills.
- Knowledge of Steps, Traditions and Concepts.

“A chairman should have good leadership and organizational skills, essential to be able to plan agendas and conduct meetings in an orderly manner. Communication and cooperation are key elements of good Chairmanship”. From Al-Anon/Alateen Service manual.

Revised 9/15/22

## **AWSC DELEGATE**

Elected by the November election assembly every three years. Attends all AWSC meetings (8), assemblies (2), annual budget meeting (1) and monthly agenda meetings (10), annual World Service Conference (1week in April), NERD second weekend in March. Has voice and vote at all AWSC meetings and voice only at assemblies.

### **Guidelines:**

- Standing member of all committees with voice but no vote
- Writes, copies, presents and distributes monthly reports to the area, including a full presentation of the World Service Conference [WSC] at the June assembly
- Attends every district's meeting at least once during his/her term
- Delegate should be thoroughly familiar with the ***Service Manual*** before attending the WSC
- Brings to the Conference the viewpoint of his/her area on matters affecting the entire fellowship and returns with a broader perspective of AI-Anon worldwide
- Makes oneself available to the fellowship to discuss any concerns
- Annually purchases WSC Summaries for AWSC including past delegates.
- Recommends to AWSC members to fill coordinator positions for (AWSC) confirmation
- Needs to have daily access to a computer and familiarity with email and accessing internet information, including WSO File Exchange for information pertaining to Alateen, Group Records, Archives, Public Outreach and Delegates' Conference.
- Has credit check as a bonded signatory of the AWSC checking account
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website.

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Adopted by AWSC Group Conscience - 3 October 2008  
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## **AWSC ALTERNATE DELEGATE**

Elected by the November election assembly every three years. Attends all AWSC meetings (8); assemblies (2), annual budget meeting (1) and monthly agenda meetings (10). has voice and vote at all AWSC meetings and voice only at assemblies.

### **Guidelines:**

- Assists the delegate with various duties
- Is prepared to step in as delegate if delegate is unable to serve
- Attends as many district meetings as possible
- Presents regular reports at Area meetings
- Needs to have daily access to a computer and familiarity with email and accessing internet information
- Plans Assembly workshops or action committees
- Is a standing member of all committees and may attend meetings with voice but no vote
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website

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## **AWSC SECRETARY**

Elected by the November election assembly every three years. Attends all AWSC meetings (8); assemblies (2), annual budget meeting (1) and monthly agenda meetings (10) Has voice and vote at all AWSC meetings and voice only at assemblies.

### **Guidelines:**

- Takes minutes at AWSC meetings, assemblies, and if asked, at budget meeting and transcribes in a timely manner.
- Accurately records all motions at AWSC and/or assemblies and maintains continuous Motion Record for AWSC.
- Annually sends updated motions, and once Area Minutes are approved, send to Website coordinator to be uploaded onto Membership Website.
- Mails/emails agenda, minutes, Area reports and fliers to AWSC members prior to meeting.
- Maintains files of reports and other area documents, including, but not limited to minutes, motions, and paneling documentation.
- Keeps attendance record of AWSC members
- Maintains area contact list with current phone numbers, addresses, and email addresses.
- Types draft agenda outlines for officers' agenda meeting under direction of Area Chair.
- Makes reservations for agenda meeting place, if directed by Area Chair.
- Responsible for all AMIAS (AI-Anon members in Alateen Service) background checks (receives names of prospective sponsors from DR or Alateen Coordinator), mails/emails background check applications, forwards completed form to screening company, receives pass/fail results and notifies District Representatives/Alateen Coordinator of results.
- Responsible for credit checks for all signatories, including but not limited to secretary.
- Submits budget request to the AWSC Treasurer prior to the annual Budget meeting in August.
- Electronically maintains minute archives and retrieves if necessary for historical information.
- Imperative that secretary be computer literate, detailed-oriented, and multi-tasking.
- Updates Secretary's detailed job description at the end of term.
- At the end of the term, the secretary will collect all job descriptions from officers, coordinators, and chairs.
- A working document of "Gratitude in Working Clothes" will be comprised of all job descriptions by the secretary who in turn will submit to the Website Coordinator to be posted on the Membership Website.

Revised October 15, 2022



## **AWSC TREASURER**

Elected by the November election assembly every three years. Attends all AWSC meetings (8); assemblies (2), annual budget meeting (1) and monthly agenda meetings (10) Has a voice and vote at all AWSC meetings and voice only at assemblies.

### **Guidelines:**

- Handles all collections, contributions and funds including seed monies for events, phone services and group contributions
- Regular access to email is essential for area communications
- Pays bills for all expenditures authorized by the AWSC. Ensures Payments for Liability & Bond Insurance are made promptly. Requests 1/3 Reimbursement from LDC for Liability Insurance.
- Reconciles Monthly Bank Statements
- Has credit check as a bonded signatory of the AWSC checking account
- Ensures that the four officers who are authorized to sign checks have completed the appropriate bank forms, as two signatures are required on all checks.
- Forwards "Equalized Expenses" to WSO by December for the delegate's share of the Conference
- Makes a written financial report to the AWSC meetings and assemblies
- Reports status of the Reserve Fund at each assembly
- Assists in providing insurance certificates for functions specifically authorized by AWSC
- Assist in providing Tax Exempt forms for needs specifically authorized by AWSC
- Provides a fiscal summary of Group & District contributions at the Spring and Fall Assembly
- Requests AWSC members with Budget Line Items complete the Budget Request Form (which Treasurer has prepared) and then send Form to Treasurer who recommends budget amounts for the coming year
- Chairs the annual budget meeting (first Friday of August) and prepares the proposed budget to present to the AWSC meeting in August/September and the Fall assembly
- Has Contribution Cards & envelopes printed
- Provides contribution cards and envelopes via the DRs
- Obtain and pay for Post Office Box to receive contributions and other mail
- Orders Name Badges for AWSC and Alateen Sponsors
- Provides information on financial procedures when requested
- Prepares and submits financial information for the federal income tax filing to the Board of Directors Treasurer when requested
- Serves on the LDC Finance committee - meets quarterly
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website.

Revised 10/19/2022

### **GROUP RECORDS COORDINATOR**

A three-year position with a voice and vote at the Area World Service Committee (AWSC) meetings. At assembly, position has voice only and cannot vote unless serving as a group representative. Attends all assemblies, AWSC meetings when necessary to report, and AWSC budget meeting to set line-item budget.

#### **Guidelines:**

- Requires computer proficiency - Excel program necessary, accurate typing, proofreading skills and very detail oriented
- Keeps meeting information up to date and accurate
- Works with designated individuals from each district to ensure the update process works smoothly
- Accesses WSOs Exchange file for updated information and makes sure that all group changes are accurately entered
- Upon receipt of biannual WSO spreadsheets, checks for accuracy with Website and schedules and provides printout to delegate and each DR
- Works with groups, districts, district record contacts, website coordinator and WSO to resolve record questions/problems
- Annually updates area schedule meeting information in Area Meeting Schedule Word document for publication, coordinates with LDC Manager on timeline for update, furnishes updated PDF file for LDC manager for printing and publication and to web master for the members' page.
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website

Revised 10/19/2022

Adopted by AWSC Group Conscience - 3 October 2008

Gratitude in Working Clothes - Connecticut AFG AWSC Service Opportunities

## **LITERATURE/FORUM COORDINATOR**

A three-year position with a voice and vote at the Area World Service Committee (AWSC) meetings. At assembly, position has voice only and cannot vote unless serving as a group representative. Attends all assemblies, AWSC meetings when necessary to report, and AWSC budget meeting to set line-item budget.

### **Guidelines:**

- Orders Conference Approved Literature through Connecticut's LDC for area events in consultation with each event's literature chair six to eight weeks before the event
  - Picks up the literature and invoice for that literature at the LDC, which will be received on consignment
  - Provides literature to the literature chair of all conventions and workshops at which Al-Anon literature will be sold
  - Supports and trains each event's literature chair in obtaining volunteers to sell literature at the event
  - Works with the event's literature chair to maintain records and receipts for the literature sales
  - Picks up the literature, records, any money and checks from the event, and keeps a record of what was used and what was returned
  - Gives the money and checks collected at each event to the LDC manager or assistant manager.
  - Returns the consigned literature to the LDC manager or assistant manager.
  - In the event of a shortage, submits invoice to the Area Treasurer in order to obtain a check to cover the shortage.
  - Orders Conference Approved Literature through Connecticut's LDC for both assemblies six to eight weeks before the assembly \*only if assembly is held at a location other than the LDC\*.
  - Obtains the literature and invoice for it from the LDC and gets it to the Assembly \*only if assembly is held at a location other than the LDC\*.
  - Assembles and trains volunteers to help sell literature at both assemblies \*only if assembly is held at a location other than the LDC\*.
  - Keeps record of literature sold and returned from the assemblies, giving money from sales to area treasurer, and obtains check for literature sold at the assembly \*see above note\*
  - Returns literature and checks/cash from assemblies to the Connecticut LDC \*see above note\*
  - Presents a report at AWSC meetings and/or Area Assemblies when on the agenda.
  - Participates in conference calls with WSO and other literature and/or Forum coordinators
  - Checks email regularly for literature coordinator updates through AFG Connects.
  - Participates in eCommunities discussion threads for Literature Coordinators on AFG Connects.
  - Provides the area with information from WSO concerning Conference Approved Literature and
- The Forum***
- Encourages the use of Conference Approved Literature and ***The Forum*** as topics for meetings and personal recovery
  - Must be able to lift 50 lbs. box of books/literature
  - Updates detailed job description at the end of term and submits it to Area Secretary to be posted on the Membership Website

Revised 10/18/2022

Adopted by AWSC Group Conscience - 3 October 2008

Gratitude in Working Clothes - Connecticut AFG AWSC Service Opportunities

## **PUBLIC OUTREACH COORDINATOR**

A three-year position with a voice and vote at the Area World Service Committee (AWSC) meetings. At assemblies, position has voice only and cannot vote unless serving as a group representative. Attends all assemblies, AWSC meetings when necessary to report, and AWSC budget meeting to set line-item budget.

### **Guidelines:**

- Facilitates the area Public Outreach Action Committee meetings with each district's PO representative
- Motivates districts to send a PO representative to the area Public Outreach Action Committee and to form outreach committees within each district
- Serves as a communication link between the area's public outreach efforts and WSO
- Communicates and works cooperatively in a team effort with other area coordinators, the Area Chairperson, and Area Delegate
- Works with local and area action committees
- Makes presentations or holds workshops at area assemblies, fall workshop or district meetings when requested
- Distributes service projects suggestions and information from the WSO to the Area PO action committee
- Encourages area, district and group representatives to carry project suggestions and information to the groups
- Continually educates the fellowship about the need to attract those who are still suffering to our program
- Requests reports of public outreach activities from the districts to share with the assembly and WSO
- Participates in WSO conference calls with other PO coordinators
- Checks email frequently for WSO public outreach File Exchange updates
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website.

Revised 6/2022

Adopted by AWSC Group Conscience - 3 October 2008  
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### **SPANISH GROUPS LIAISON**

A three-year position with a voice and vote at the Area World Service Committee (AWSC) meetings. At assemblies, position has voice only and cannot vote unless serving as a group representative. Attends all assemblies, AWSC meetings when necessary to report, and AWSC budget meeting to set line-item budget.

#### **Guidelines:**

- Provides a link between Spanish groups, World Service Office and the area
- Encourages Spanish-speaking groups to register with WSO and to submit accurate meeting information for posting on Membership Website.
- Helps support Group Representatives of Spanish-speaking groups in connecting at the district level by explaining the importance of and encouraging attendance at district meetings
- Helps secure Spanish speakers to volunteer with the Area Answering Service.
- Helps secure Spanish interpreters for Area events such as Assembly and Convention.
- Encourages Spanish-speaking groups to participate in district and Area Public Outreach committees and events.
- Encourages members of English-speaking groups to attend a Spanish-speaking meeting or anniversary and bilingual or interpreted events with Al-Anon participation.
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website

Revised 10/15/2022

Adopted by AWSC Group Conscience - 3 October 2008

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## **WEBSITE COORDINATOR**

A three-year position with a voice and vote at the Area World Service Committee (AWSC) meetings. At assemblies, position has voice only and cannot vote unless serving as a group representative. Attends all assemblies, AWSC meetings when necessary to report, and AWSC budget meeting to set line-item budget.

### **Guidelines:**

- Maintains the Connecticut AFG Website (<http://www.ctalanon.org>), ensuring its integrity and continuity
- Works with the area, districts and WSO to provide accurate, timely information postings and links
- Develops web pages and web applications as required to support area functions
- Maintains Google Search business information for CT AI-Anon to ensure accuracy
- Helpful to have understanding of HTML, CSS, JavaScript, PDF files and Website administrative duties
- Works closely with group records, schedules, districts, and the district record contacts to keep meeting information current and accurate at all levels
- Ensures that email to the website is answered or routed to the appropriate recipient for action promptly
- May provide electronic support to the delegate and AWSC officers for presentations at assemblies and other functions
- Acts as a liaison with other area website coordinators
- Is an active member of the technology subcommittee charged with exploring new and improved ways to use technology for Connecticut's fellowship benefit
- Maintains and disseminates email addresses for [www.ctalanon.org](http://www.ctalanon.org)
- Updates detailed job description at the end of term and submits it to the Area Secretary to be posted on the Membership Website.

Revised 10/18/2022

Adopted by AWSC Group Conscience - 3 October 2008

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