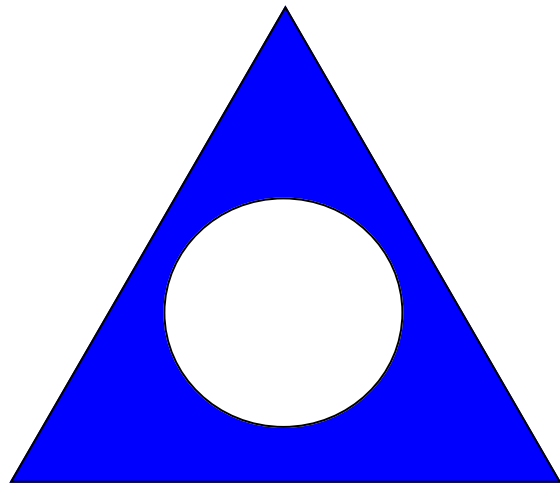


Gratitude in Working Clothes



**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.

Index of Job Descriptions:

AA Events Coordinator	<u>3</u>
Al-Anon Convention Chair	<u>4</u>
Al-Anon Convention Co-Chair	<u>6</u>
Al-Anon Workshop Chairperson	<u>7</u>
Alateen Coordinator	<u>8</u>
Area Alateen Process Person (AAPP)	<u>9</u>
Answering Service Coordinator	<u>10</u>
Archives Coordinator	<u>11</u>
AWSC Chairperson	<u>13</u>
AWS Delegate	<u>14</u>
AWSC Alternate Delegate	<u>15</u>
AWSC Secretary	<u>16</u>
AWSC Treasurer	<u>17</u>
Group Records Coordinator	<u>18</u>
Lifeline Coordinator	<u>19</u>
Literature/Forum Coordinator	<u>20</u>
Public Outreach Coordinator	<u>21</u>
Spanish Groups Liaison	<u>22</u>
Website Coordinator	<u>23</u>

Revised 10/14/2016

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. Liaisons will only have voice through coordinator. Attends all assemblies, AWSC meetings when necessary, and AWSC budget meeting to set line item budget.

Guidelines:

- May attend AA planning committees
- Seeks liaison/chairperson for each event i.e. AA Convention, Round-Up, Soberfest, Rompiendo Fronteras and CSCYPAA; it is recommended that a liaison/chairperson share the position with a co-chair.
- Supports the liaison/chairperson/co-chair for the event
- Provides job descriptions and information notebooks to individual liaisons
- Notifies the area about the events
- Attends the events
- Works with the Area Treasurer to develop budget
- Submits report at the end of the term

Financial Support for the events include:

- Payment for mileage to attend committee meetings for the chair and co-chair and if necessary, the Al-Anon Events coordinator.
 - Payment for mileage to attend the event for the chair and co-chair and coordinator
 - Registration for the event for the Al-Anon chairperson and co-chair and coordinator
 - One night lodging for the chairperson as well as the Al-Anon keynote speaker(if necessary)
 - Token gifts for the keynote speakers
- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Web site

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.

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 (for 2017) or BOD Chairman (for 2018, 2019).

- 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 plans space/rooms as needed.
- Chairs monthly meetings starting in September until event and follow-up, generally at the site location
- 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: 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 Webmaster 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 stays in Presidential Suite for weekend of convention
- Chair wraps up meeting with all convention committee members. Sunday afternoon after convention ends up in the Presidential Suite. 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.
- 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.

- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Web site
- Following the current convention, the chairperson takes on the role of Ex Officio for one year

Revised 10/3/2016

Go to [Index](#)

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.

Guidelines:

In May, the Area votes on a Convention Co-chair. Co-chair negotiates with hotel for following year. Co-chair brings back information to the Area in August/September for vote. After the Area votes the Chairman of the Board of Trustees will sign the contract with the hotel for the coming year. (In 2016, AWSC voted to sign two contracts in the future, 2018 and 2019. The hotel has agreed to hold all current prices and will not increase rates into 2019 and secure dates for the future.)

- Finds acceptable sites for following year's convention and brings choices to AWSC in August/September for vote (2018 and 2019 are already selected.)
- At June Assembly, distributes flyers for Theme Contest for following year
- Leads discussion/vote of themes at September's Convention meeting
- Plans and hosts "Spiritual Breakfast" in January to kick off convention activities
- Assists Chairperson on an as-needed basis
- Microphone is turned over to co-chair at Sunday's Spiritual meeting where he/she introduces the spiritual speaker
- Has credit check as bonded signatory of the Convention checking account
- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Web site

Revised 10/3/2016

Go to [Index](#)

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 Web Site Coordinator to be posted on the membership Web site

Go to [Index](#)

ALATEEN 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:

- Facilitates monthly area sponsors meetings.
- A background check is necessary for anyone who has not previously had one as an Alateen Sponsor.
- Acts as the liaison between the Area and WSO in collaboration with the Area Alateen Process Person (AAPP).
- **Makes sure that all Sponsors and Teens are adhering to WSO and Connecticut Requirements.**
- Fosters awareness that both Alateen and Al-Anon are one and the same and not separate entities.
- Facilitates workshops/training sessions for prospective sponsors.
- 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 area and sponsors.
- Checks WSO E-Communities on a regular basis for new postings.
- 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.
- Oversees and helps provide Alateen Keynote Speakers with enough Program Growth to properly represent CT Alateen as a whole at major Alateen/Al-Anon and AA events. (Conventions, Anniversaries, etc.)
- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Web site.

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 AAPP 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 Web Site Coordinator to be posted on the membership Web site.

Revised 10/17/2016

Go to [Index](#)

ANSWERING SERVICE 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. Position has a voice but no vote at assemblies unless coordinator is also a group representative. This position is the program interface to the answering service hired to answer our toll free information line.

Guidelines:

- Uses our Connecticut Web site to answer questions
- If answering service cannot answer a question, the coordinator provides a list of volunteer members who will call back
- Position comes with fax and one phone for outgoing calls only
- A local Post Office box is needed
- Any calls unable to be taken by a volunteer are faxed to the phone service coordinator. Calls requiring conversation with a member where no volunteer is available to respond and other calls that need research or direction to a specific program person (such as requests from outside organizations for speakers) are faxed to the appropriate district representative or coordinator to handle
- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Web site

Go to [Index](#)

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.

Guidelines:

- When possible, attends and displays archives (or designates another) at all AI-Anon events or where AI-Anon is asked to participate.
- Collects and preserves all forms, records, newsletters, flyers, minutes, audio and video tapes, programs, correspondence, electronic media, memorabilia from area, districts and groups
- Maintains and organizes storage of archival materials at Connecticut's AFG office
- Must have computer access to check WSO Exchange file on regular basis
- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Web site

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, and anywhere that you would like to share the Area's AI-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, 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.

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.
- Reports –Committees, Coordinator, and Delegates.
- Group histories.
- Longtime member interviews and recordings.
- Directories–Area, and local.
- Area and local newsletters.
- Group, Assembly, convention, or event flyers
- Programs of conventions or conferences
- Public information literature produced locally for presentation or educational purposes
- Area articles that are selected for use in WSO publications
- Scrapbooks of newspaper clippings

- Memorabilia, gifts, or souvenirs
- Conference Approved Literature with pioneer autographs that commemorate local events or Celebrations

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.

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.

Guidelines:

- 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 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)
- Calls an assembly soon after the delegate returns from WSC (June)
- Every three years, officiates at the November assembly for the election of new delegate and officers
- “A chairman should have good leadership and organizational abilities...essential to be able to plan agenda and conduct meetings in an orderly manner. Communication and cooperation are key elements of good chairmanship.” From *Al-Anon/Alateen Service Manual*
- Regularly accesses email
- Ensures notification of AWSC members of meeting cancellations or delays
- 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 Web Site Coordinator to be posted on the membership Web site

AWS 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 (1 week 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 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 Al-Anon worldwide
- Makes oneself available to the fellowship to discuss any concerns
- 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 Web Site Coordinator to be posted on the membership Web site

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
- 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 Web Site Coordinator to be posted on the membership Web site

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 and assemblies and transcribes in a timely manner
- Accurately records all motions at AWSC and/or assemblies and maintain continuous Motion Record for AWSC
- Mails/emails agenda and minutes to AWSC members prior to next meeting
- Maintains files of reports and other area documents
- Keeps attendance records of AWSC members
- Maintains area mailing list with current phone numbers and email addresses
- Types draft agenda outlines for officers' agenda meeting under direction of Area Chair
- Makes reservations for agenda meeting place under direction of Area Chairperson
- Responsible for all AMIAS (Al-Anon Members In Alateen Service) background checks (receives names of prospective sponsors from DR or Alateen Coordinator), mails background check applications, forwards completed form, receives pass/fail results and notifies district representatives of result
- Responsible for mailing all credit checks for all area signatories. Results are mailed to Area AFG office
- Maintains minute archives and retrieves from storage if necessary for historical information
- Imperative that secretary be computer literate, detailed-oriented; multi-tasking is a definite plus
- 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 Web Site Coordinator to be posted on the membership Web site

Go to [Index](#)

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
- 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
- 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
- Serves on the LDC Finance committee – meets quarterly
- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Web site

Revised 09/01/2016

Go to [Index](#)

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 Web site 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 webmaster for the members' page.
- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Website

LIFELINE 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 access to a computer, the internet, and sufficient computer proficiency
- Request submissions from CT AFG members at meetings and by email using the CT AFG distribution list. Information includes meeting changes and anniversaries, CAL information and service and recovery submissions from members.
- Write articles, edit submissions, and layout the Connecticut Al-Anon newsletter, *Lifeline*. Enlist a service sponsor or other CT AFG member to help proofread.
- Attend AWSC meetings and assemblies to keep abreast of CT AFG happenings to report to readers, and pick up fliers and other materials in the *Lifeline* basket
- Submit an Area Reimbursement Form to the Area Treasurer to pay the printer and Area Reimbursement Form for the *Lifeline* coordinator's mileage to Area and/or Assembly meetings
- Email a pdf of *Lifeline* to the printer. Approve online proof from the printer.
- Pick up the box of printed *Lifelines* from the printer and pay them with the check from the Area Treasurer. (Lifting heavy box required.)
- Sort *Lifelines* in quantities determined by the Area Flyer Distribution List.
- Distribute *Lifelines* at Area Meetings and Assemblies by placing into baskets.
- Email electronic pdf of the newsletter to the webmaster to publish on the Web site (webmaster@ctalanon.org)
- Email electronic pdf of newsletter to WSO (areahighlights@al-anon.org)
- Email electronic pdf of newsletter to current CT AFG distribution list
- Submit the CT AWSC Budget Request Form to Area Treasurer for the *Lifeline* line item. Be prepared to discuss the request at the CT AWSC August Budget Meeting.
- Give a 3-minute report on *Lifeline* at the Spring Assembly
- Give a 3-minute report on *Lifeline* once a year at an Area meeting
- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Web site

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 the Web Site Coordinator to be posted on the membership Web site

Revised 09/04/2016

Go to [Index](#)

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 Web Site Coordinator to be posted on the membership Web site

Go to [Index](#)

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 groups to register with WSO
- Helps support Spanish group representatives at the district level by explaining the importance of and encouraging attendance at district meetings
- May be used as a translator by the area answering service
- Helps secure Spanish interpreters for Area events such as Assembly and Convention
- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Web site

WEB SITE 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 Web site (<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
- Needs understanding of HTML, CSS, JavaScript, PDF files and Web site 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 liaisons 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
- Updates detailed job description at the end of term and submits it to the Web Site Coordinator to be posted on the membership Web site