

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

POSITION NAME: **Area World Service Delegate**

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

**DESCRIPTION:** A current or past District Representative who has kept active in Al-Anon. Skills suggested are: leadership, fairness, good communication, organization, being detail oriented and independent as well as a team member. The Delegate has voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies.

The World Service Delegate shares Area experience at 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. Delegate uses email and reads a large amount of material and makes presentations to large and small groups. Requires a willingness to travel to all districts in Oregon.

It is a requirement to have access to a computer, its programs and the Internet for this position. Although not a requirement, a Service Sponsor is highly recommended.

**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 first assembly following the WSC and on-going reports at each AWSC and Assembly.
- 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.
- Visit Districts and Groups to give World Service reports as requested.
- Report to the AWSC and Assembly members concerning any letters or other information received from WSO.
- Serve as a link to the Groups in the Area with worldwide Al-Anon and Alateen to help them continue to function in unity.
- Keep Alternate Delegate informed as much as possible.
- Provide copy of reports presented at AWSC meetings and Assemblies to Oregon Area.
- Secretary for inclusion in the minutes.
- Provide articles for inclusion in each area newsletter.
- Participates in the annual Northwest Regional Delegates meeting in March.
- Serve as an ex-officio member of all committees (thought/task forces).
- Participates in AFG Connects.
- Floats during Action Committees to give input and answer questions.
- Reply to emails received through Oregon Area Website.

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

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

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

DESCRIPTION: A current or past District Representative who has kept active in Al-Anon. Skills suggested are: leadership, fairness, good communication, organization, being detail oriented and independent as well as a team member. The Alternate Delegate has voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

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.

It is a requirement to have access to a computer, its programs and the Internet for this position. Although not a requirement, a Service Sponsor is highly recommended.

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 at Assemblies.
- Keep Oregon Area Handbook (OAH) updated and provide new updated Handbook to new panel.
- Chair OAH Standing Committee.
- 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 Web Coordinator to ensure they are published.
- Float during Action Committees to give input and answer questions
- Chair Area Alateen Standing Committee, made up of the Alateen Coordinator, Area Alateen Process Person, a member of the Audit-Budget Committee and one District Representative.
- Participates in AFG Connects.
- Reply to emails received from Oregon Area Website.

POSITION DESCRIPTION  
Oregon Area Al-Anon Family Groups

POSITION NAME: **Area Chairperson**

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

DESCRIPTION: A current or past District Representative who has kept active in Al-Anon. Skills suggested are: leadership, facilitating meetings and a basic understanding of Robert's Rule and Parliamentary Proceedings. The chairperson has no vote at AWSC meetings and Assemblies, and voices no opinions.

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

It is a requirement to have access to a computer, its programs and the Internet for this position. Although not a requirement, a Service Sponsor is highly recommended.

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
- Appoint Flyer Committee members from eligible AWSC members.
- Appoint members of other committees, subcommittees, task forces, work groups, thought forces, etc.
- 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 and ballots to be available at each Assembly.
- Make name badges available at AWSC and Assemblies.
- 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.
- Reply to emails from Area website, officers and members of Al-Anon fellowship.
- Serve on Group Services Action Committee.

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

POSITION NAME: **Area Treasurer**

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

DESCRIPTION: A current or past District Representative who has kept active in Al-Anon. Skills suggested are: basic accounting skills, computer knowledge would be helpful. The Area Treasurer has voice and vote at the AWSC meetings and voice only at Assemblies unless also a GR.

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

It is a requirement to have access to a computer, its programs and the Internet for this position. Although not a requirement, a Service Sponsor is highly recommended.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook
- Make written financial reports at each AWSC and Assembly, send via email to All AWSC prior to each meeting and have some copies available for GR's.
- Submit financial records to Audit Budget Committee at each Assembly as required by the Financial Guidelines.
- AWSC Treasurer's Reports include Area Travel Fund expenses for Groups and Districts with name and amount to be displayed.
- 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.
- 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).
- Issue receipts for all money received.
- Pay all expenses as approved in the Area budget.
- Send, before each January 1st, to the World Service Office (WSO) the Equalized Travel Fund budgeted amount (ETF) for the Delegate to attend the World Service Conference.
- Request help from Audit/Budget Committee on unique or troublesome decisions.
- 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.
- Determine whether Oregon Area finances meet the threshold for filing income tax returns and file it by due date when required (Form 990).
- Serves on the Business Services Action Committee.
- Participates in AFG Connects.
- Reply to emails received from Oregon Area Website.

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

POSITION NAME: **Area Secretary**

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

DESCRIPTION: A current or past District Representative who has kept active in Al-Anon. Skills suggested are: organization, typing, computer knowledge, minute taking experience. The Secretary has voice and votes at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

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

It is a requirement to have access to a computer, its programs and the Internet for this position. Although not a requirement, a Service Sponsor is highly recommended.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Take the minutes at all AWSC and assembly meetings, and record any motions 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 or mail the minutes of all Area meetings within one month meeting.
- Record the minutes in a permanent minute book to be passed along to the next Secretary.
- 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.
- Call the Roll of all AWSC members at all Area meetings.
- Create an AWSC email list for electronic correspondence. Make changes to the AWSC roster and send to Group Records and Web Coordinator when a change is made.
- List on a presentation board all candidates for each office at the Election Assembly.
- Maintains a list of on-going Assembly Motions and provide list to all AWSC members, and submit all on-going motions to the Alternate Delegate for inclusion in the Area Handbook, after every assembly.
- Keeps a record of the storage address of the Area Archives.
- Maintains a history of Assembly and State Speaker Meeting locations and hosting district(s).
- Serves on the Membership Outreach Action Committee.
- Reply to emails received from Oregon Area Website.

**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)

DESCRIPTION: A current or past District Representative who has kept active in Al-Anon. Skills suggested are: leadership, fairness, good communication, organization, being detail oriented and independent as well as a team member. The AAPP has voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

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

It is a requirement to have access to a computer, its programs and the Internet for this position. General understanding of and experience with databases is helpful. Although not a requirement, a Service Sponsor is highly recommended.

RESPONSIBILITIES:

- Become thoroughly familiar with the Oregon Area Alateen Safety Requirements (see Oregon Area Handbook section 8) and be willing to carry out all functions.
- Become thoroughly familiar with **Alateen Safety Guidelines G-34**.
- Notify Web Coordinator of address changes of Alateen meetings.
- Be responsible for carrying out the requirements as defined in the Alateen Complaint Procedures.
- Participates in AFG Connects for AAPPs fellowship wide.
- Participate in Area Alateen Standing Committee.
- 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 1<sup>st</sup> of each year.
- Processes all potential AMIAS applications through the CRIMS system of the DHS Background Check Unit. Updates potential AMIAS and District Representatives of the status of the process.
- Since CRIMS 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.

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

POSITION NAME: **Alateen Coordinator**

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

**DESCRIPTION:** 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. The Alateen Coordinator has voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

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

It is a requirement to have access to a computer, its programs and the Internet for this position. Although not a requirement, a Service Sponsor is highly recommended.

**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.
- Serves on Group Services Action Committee and Area Alateen Standing Committee.
- 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 received from Oregon Area Website.

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

POSITION NAME: **Archives Coordinator**

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

DESCRIPTION: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. The Archives Coordinator has voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

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

It is a requirement to have access to a computer, its programs and the Internet for this position. Although not a requirement, a Service Sponsor is highly recommended.

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.
- Serve on Group Services Action Committee.
- Participates in AFG Connects.
- Reply to emails received through Oregon Area Website.



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

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

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

DESCRIPTION: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. *The Communicator* Editor has voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

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

It is a requirement to have access to a computer, its programs and the Internet for this position. Although not a requirement, a Service Sponsor is highly recommended.

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.
- Serve on Membership Outreach Action Committee.
- Reply to emails received through Oregon Area Website.

**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)

DESCRIPTION: An Al-Anon member, not necessarily a GR, who is elected by the Area Assembly. The CPC Coordinator has voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR

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 (or their families).

It is a requirement to have access to a computer, its programs and the Internet for this position. Although not a requirement, a Service Sponsor is highly recommended.

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.
- Serve on Public Outreach Action Committee.
- Participates in AFG Connects.
- Reply to emails received through Oregon Area Website