

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

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

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

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 a liaison between WSO, AWSC, and Al-Anon Districts, Groups, and Members in the Oregon Area.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly, provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Recognize and transmit the importance of The FORUM to the Fellowship:
 - Facilitate workshops as requested/needed in Districts and at Area level.
 - Demonstrate how to conduct FORUM writing workshops.
 - Encourage the GR in their role as Forum representative, by ordering at least one subscription for their Group and submitting personal sharings
 - Maintain a collection of FORUM Archives (all magazines from 1954 to present) in good order.
- Maintain a list of published articles in the Forum from Oregon Area members.
- Present at least one workshop for Oregon area during 3 year term.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc, to pass on to the next coordinator. Serve on Fellowship Communication Action Committee.
- Participate in AFG Connects.
- Reply to emails received through Oregon Area Website.

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Group Records Coordinator**

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

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

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

This position requires knowledge of computer databases or the ability to learn. It is also a requirement to have a computer and internet access. Although not a requirement, a Service Sponsor is highly recommended.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Attend Area World Service Committee (AWSC) meetings and Oregon Area Assemblies.
- Coordinate the Group Records activities in the Area and act as liaison between the AWSC and the Groups. Act as liaison between the World Service Office (WSO) and the Area members.
- Use the **WSO On-line Group Records** application to:
 - Register new groups
 - Make group changes
 - Generate reports as needed
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Provide *The Communicator* Editor the group contact information necessary to deliver newsletter.
- Provide Web Coordinator with updated meeting list information.
- Maintain Group Records binder with updated information.
- Serve on Group Services Action Committee.
- Participate in AFG Connects.
- Reply to emails received through Oregon Area Website.

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

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

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

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 literature activities in the Area.
- Act as liaison between the WSO and the Area and AWSC and Groups.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Keep a current piece of all Al-Anon/Alateen Literature on hand for easy reference.
- Read and become familiar with each piece of CAL.
- Maintain a supply of current catalogs and order forms for distribution and reference.
- Create displays of (CAL) for activities in the Area.
- Encourage Members to write sharings for ongoing and new CAL projects.
- Encourage the use of CAL in recognition of pservice, as gifts, in fund raising.
- Encourage Al-Anon/Alateen Members to read CAL.
- Present at least one workshop for Oregon area during 3 year term.
- Participate in scheduled conference calls with WSO and other Area Literature Coordinators.
- Participate in AFG Connects.
- Store all current and discontinued CAL for safe keeping.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc, to pass on to the next coordinator.
- Serve on the Fellowship Communication Action Committee.
- Reply to emails received through Oregon Area Website.

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Public Information (PI) 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 PI Coordinator has voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

The primary duty of the Public Information Coordinator is to keep in touch, with the Area Delegate and all Al-Anon members doing Public Information work in the Area, and to act as Public Information liaison among local groups and between local groups and the World Service Office.

The Public Information Coordinator follows through on projects initiated by the Public Information Committee at the World Service Office. 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; provide a copy to the Oregon Area Secretary for inclusion in the minutes.
- Encourage districts to keep a list of contacts for activities at the district and the group level.
- Encourage members to participate in local PI work and share his own experience, strength, and hope.
- Act as a PI liaison between the Districts, WSO and Area Coordinators.
- Cooperate with local AIS and Districts in PI efforts.
- Inform Area and local media affiliates of newsworthy events.
- Initiate and develop projects at the Area level.
- Present at least one workshop for Oregon area during 3 year term.
- 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.
- Participate in AFG Connects.
- Reply to emails received through Oregon Area Website.

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Website Coordinator**

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

DESCRIPTION: An Al-Anon member with experience with how Oregon Area operates, not necessarily a GR, who is elected by the Area Assembly. The Website Coordinator has voice and vote at the AWSC meetings and voice only at Assemblies unless also a GR.

The Website Coordinator should be familiar with website hosting, domain name registration, website design and usability, uploading and downloading times, and basic HTML knowledge. This position should also be familiar with the information in the Al-Anon Guideline G-40, the WSO Al-Anon Guide to Copyright and Trademarks and WSO suggested policy regarding anonymity on websites. Coordinator facilitates communication with Group Records Coordinator and receives updates to area meeting lists from Group Records Coordinator.

Need to have constant access to the tools and equipment necessary to the position. If there is software provided by the Oregon Area, the software must be protected and updated as necessary. The Coordinator agrees to surrender the software at the end of the term. Although not a requirement, a Service Sponsor is highly recommended.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Maintain website as main Oregon Area communication tool.
- Work with all Area Officers and Coordinators to provide pages and services as requested.
- Maintain anonymity of all Al-Anon members.
- Maintain email aliases and accounts for AWSC members.
- Maintain all website content in conformity with Steps, Traditions and Concepts.
- Update Oregon Area on-line meeting lists with information from Group Records Coordinator.
- Update Oregon Area on-line events calendar as needed.
- Maintain a backup system to save the website.
- Seek technical advice as necessary.
- Write a brief report for *The February Communicator* and present an oral (5 minutes) report to the July Assembly; provide an electronic copy to the Oregon Area Secretary for inclusion in the minutes.
- Keep a 3-ring binder updated of communications, workshops, WSO mail, etc, to pass on to the next coordinator.
- Serve on Membership Outreach Action Committee.
- Inform AWSC and Assembly of changes as necessary.
- Participate in AFG Connects.
- Reply to emails received through Oregon Area Website.

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Audit/Budget Committee**

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

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

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

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.
- Audit the Treasurer's records according to Financial Guidelines in Oregon Area Handbook and make adjustments as necessary.
- Audit State Speakers Meeting and OAC books annually and make adjustments as necessary.
- Annually request budget projections from AWSC members.
- Meet with Treasurer to review/analyze budget requests, resolve any questions, and verify line items against authorized reimbursement schedule.
- Annually compile budget data and submit electronically to *The Communicator* Editor for the November edition.
- Present the Proposed Budget at the November Assembly.
- Review requests for Budget overruns and authorize payments if appropriate.
- If the treasurer is asked for advance funds outside the normal operating process, approval must be given by the Area Chairperson and at least one member of the Audit-Budget Committee.
- Annually audit financial records of State Speaker's Meeting.
- Review financial records to assure that expenditures are within approved budget.
- Serve on Business Services Action Committee.
- Reply to emails received through Oregon Area Website.

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Alateen Standing Committee**
TERM LENGTH: Three Years (Beginning January 1, after appointment)

DESCRIPTION: established by Area Motion in July 2012, committee members are the Alternate Delegate (Chair), the Area Alateen Coordinator, the Area Alateen Process Person, a member of the Audit Budget Committee and a member appointed by the Area Chairperson who is currently active as a District Representative or with DR experience. Committee members have voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

The primary purpose is to represent the interests of the Oregon Area in regards to the Oregon Alateen Conference (OAC) by—reviewing contracts, offering suggestions for the Alateen Conference budget, and determining the financial impact of proposed Conference plans. It is to present an annual report at Assembly and provide an electronic copy to *The Communicator*. The secondary purpose is to encourage effective communication and support throughout the Oregon Area for Alateen by cooperatively hosting annual training for District Representatives.

Serving on this committee requires access to a computer, its programs and the Internet. Although not a requirement, a Service Sponsor is highly recommended.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Review OAC budget and audit records in detail.
- Provide an electronic copy of an Annual Report to *The Communicator* Editor.
- Inform District Representatives on Alateen Service Events, the Alateen Groups and the Alateen Member in Alateen Service (AMIAS) processes - each June AWSC or July Assembly as needed.
- Participate in Email communications via an Alateen Standing Committee Email group.

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **Oregon Area Past Delegate**

TERM LENGTH: Life (Beginning January 1, after term as World Service Delegate)

DESCRIPTION: An Al-Anon member who has already served as Oregon Area World Service Delegate. The Past Delegate brings the views and spirit of worldwide Al-Anon to the Area. Often the Past Delegate provides a historical perspective to the Area World Service Committee (AWSC) and Area Assembly on current endeavors.

In Oregon, the Past Area World Service Delegate is a member of the AWSC with voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

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

SERVICE OPPORTUNITIES / RESPONSIBILITIES:

- Study and keep current with the Service Manual as practical.
- Share experience, strength, and hope in Al-Anon/Alateen.
- Support and encourage the current World Service Delegate, as well as a morale booster for Group Representatives, District Representatives, Officers, and Coordinators.
- Encourage and participate in service work at all levels to carry the message of Al-Anon/Alateen.
- Serve as a resource for information; also may be a Service Sponsor.
- Attend the Area World Service Committee meetings and Area Assemblies as practical.
- Attend and take part in Together Empowering Al-Anon Members (TEAM) events and the Northwest Regional Delegates' meetings to keep up-to-date on Al-Anon policy and communicate with other Al-Anon/ Alateen members when possible.
- Be willing to participate in various service capacities. Examples are, but not limited to, panels, workshops, ad hoc committees, vote counters, and such tasks as need to be done.
- Serve on assigned Action Committee.

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **District Representative (DR)**

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

DESCRIPTION/QUALIFICATIONS: An Al-Anon/Alateen member who is elected from among the GRs of each District, by caucus at an Assembly or in the District prior to the Assembly. Each DR represents a District in the Area, helping the Groups to understand Al-Anon principles at the Group, District, and Area levels. District Representatives have voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR. Although not a requirement, a Service Sponsor is highly recommended.

RESPONSIBILITIES:

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

POSITION DESCRIPTION
Oregon Area Al-Anon Family Groups

POSITION NAME: **GROUP REPRESENTATIVE (GR)**

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

DESCRIPTION: An Al-Anon/Alateen member with a basic understanding of the Program, who is elected by the Group. GRs attend Assembly and District meetings and act as contact between the Group and the DR, and the Group and the Assembly. Although not a requirement, a Service Sponsor is highly recommended.

RESPONSIBILITIES:

- Become familiar with the current copy of Al-Anon/Alateen Service Manual and encourage its use among Group members.
- Share the mail from World Service and Area with the Group.
- Serve as FORUM representative for the Group.
- Represent the voice of the Group at District Meetings and Area level.
- Report business and information back to the Group on activities such as: District Meetings, Assembly business, and Delegate's Report of the World Service Conference.
- Inform Group of Program related functions.
- Initiate/support Group activities in Public Outreach.
- Assure that World Service and Area appeals for support are read to the Group.
- Serve on assigned Action Committee.