

# **NORTHERN CALIFORNIA ALATEEN COORDINATOR GUIDELINE**

## **Alateen Coordinator Description**

An Alateen Coordinator is someone who uses the Al-Anon principles to work closely with the Area Alateen Process Person (AAPP) and assist ALATEEN Sponsors, Coordinators and ALATEENS with growing Alateen and addressing problems or concerns arising in groups and districts. The Alateen Coordinator uses CAL literature, Bylaws, WSO Service manual, WSO Guidelines, NCWSC Alateen Safety Guideline B-17 and NCWSC Binder when working with others.

It is suggested that the Alateen Coordinator have a strong Al-Anon program with regular group meeting attendance, reading of CAL literature and be or have been involved as an ALATEEN group Sponsor or Coordinator in their local district. Additionally, patience, tolerance, acceptance and most importantly a lot of love for ALATEENS, Sponsors and Coordinators makes this an enjoyable position.

## **Tasks of the Alateen Coordinator**

1. Attends four (4) NCWSA Committee meetings, Convention, and two (2) Assemblies as scheduled by the NCWSA Chairperson. (These functions are reimbursed by NCWSA).
2. Chairs the planning for the Annual Sponsor training event each September (See Sponsor R&R Guideline).
3. Coordinates ALATEEN Sponsor/Coordinator workshops as requested for Northern California.
4. Works with Northern California Alternate ALATEEN Coordinator on production of the ALATEEN EXPRESS (i.e., articles, topics).
5. Supports the Northern California ALATEEN Conference (NoCAC) Chairperson, Sponsors and Committee in an advisory capacity.
6. Supports the NCWSA Convention ALATEEN Chairperson, Sponsor and committee in an advisory capacity.
7. Facilitates the selection of Alateen Liaisons with the Alternate Alateen Coordinator and many ALATEENS.
8. Coordinates the Alateen Safety Advisory Committee by serving as Co-Chair with the Area Alateen Process Person (AAPP).
9. Participates in WSO conference calls with Alateen Coordinators as scheduled (1-2 per year).
10. Participates in WSO eCommunities electronic bulletin and discussion boards regarding Alateen.

## **Tools the Alateen Coordinator Uses to Accomplish Alateen Coordinator Tasks**

1. Reliable transportation and ability to travel throughout Northern California.
2. Working telephone to ensure regular communication.
3. Access to a computer to send and receive email, participate in list serves, and the WSO eCommunities (on line sharing of Alateen ideas, resources and questions worldwide).

The term for this position is three (3) years, one day at a time