



Northern California World Service Area Diversity Coordinator Guideline

HISTORY: The title “Spanish Speaking Coordinator” in 2001 was changed to “Non-English speaking Coordinator”. In Feb. 2002 the title was changed to “Diversity Coordinator”.

PURPOSE: To ensure that everyone understands that Al-Anon’s declaration “When anyone, anywhere, reaches out for help the hand of Al-Anon and Alateen is there and let it begin with me” welcomes all who seek help. To ensure that everyone understands that the family disease of alcoholism knows no boundaries: Religion, Sexual Orientation, Ethnicity, Age, Gender, Language, Physical Ability, etc.

PREREQUISITES, REQUIREMENTS, SKILLS or TALENTS NEEDED:

- Willing and able to convert the message as needed to all who want it.
- Understanding technology so as to meet people where they are.
- Ability to manage the online translation calendar and manage the location of the translation equipment.
- Ability to recruit the necessary people to perform translations.
- Basic knowledge on how to maintain the translation equipment (changing batteries).
- Ability to coordinate “Diversity Day” and to work with a whole variety of people.

RESPONSIBILITIES

Keep this Guideline up to date, if revision is needed send the revised guideline to the NCWSA Bylaws Coordinator for formatting before sending to Chairperson for approved and posted to the NCWSA Website.

- Attend all NCWSC meetings including One Day Assembly and Fall Assembly.
- Prepare a written report for Committee & Assemblies.
- Approve and submit expense reimbursements for interpreters.
- Communicate with Officers and other Coordinators as needed.
- Attend Area turnover meeting at the end of term for delivery of equipment and updates.
- Connects with and establishes proven, effective translators/interpreters for all NCWSA Assemblies and Committee meetings.
- Collaborate with WSO, NCWSA, Spanish & English Intergroups, Districts Al-Anon Information Services (AIS), providing them information and encouraging them to keep Al-Anon members informed about any activities involving inclusion of diverse population members and newcomers.
- Translation Equipment:
 - a. Source and provide translation as needed using best methods; including professional interpreters, equipment, software, and/or newest most effective and prudent translation methods.
 - b. Maintaining the translation equipment & software of NCWSA.
 - c. Source translation equipment available to Al-Anon districts when requested. (If lent out borrower becomes responsible for returning equipment complete and in working order. Coordinates pick-up with the prior district that had equipment.
- Create and maintain a group of diverse Al-Anon members who are bi-lingual and proficient translators who are willing to serve by providing interpretation, translation and outreach to any segmented, fragmented, minority or diverse population.



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- Meet with diverse groups (Examples: LGBT, Health Clinic that serves Asian populations, Hispanic Cultural centers, etc..) and give them information about Al-Anon in the Area.
- Work closely with PI/PCP Coordinator in reaching out to the public and professionals.
- Create working groups to reach diverse groups of people and work on ways to help them feel included and part of Al-Anon's Family Groups.
- Provide ASL interpretation (or close captioning) as needed upon request (these services can be costly so keep the 7th tradition in mind).
- Organize an Annual Diversity Day with workshops and speakers providing many cultural views that are affected by the family disease of alcoholism.

TIME LINE:

- An ongoing, continuing education process for all members and non-members in the area.

AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:

- Depending on the month a few hours to a few days. Time is event and demand dependent. No more than 1 week per month.

EXPENSES:

- Prepare Annual Budgetary request to Budget Committee and Chairperson for review and approval.

RESOURCES: (Tools and Equipment Needed)

- Working phone or computer or tablet.

FORMS USED:

- A4: Expense Reimbursement

OTHER INFORMATION:

- Bi-lingual skills most helpful