



Northern California World Service Area Alateen Liaison Guideline

HISTORY:

There were no official guidelines from the World Service Office for Alateen Liaisons. In 1979, Northern California World Service Area (NCWSA) felt the need to have Alateen present at the Committee meetings and at Assemblies.

They appointed the first Alateen Liaison at that time. In 2008 Northern California World Service Committee (NCWSC) voted to add two Alateen liaisons to better represent NCWSA with a total of three Alateen Liaisons, so that there will be one each for north, south and central sections (for a two year trial beginning in 2008-09).

Over the years, the following guides for the Liaison have evolved.

PURPOSE:

- Represent Alateen at NCWSC meetings and at NCWSA Assemblies
- Represent Alateen on the Alateen Safety Advisory Committee (ASAC)
- Support Alateen participation in Area Conventions
- Serve as ambassadors to Al-Anon in Northern California
- Serve as the contacts between Northern California Alateen members and the NCWSA service structure

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

- The position must be held by an active member of Alateen and is therefore limited to members under the age of 21.
- Group Representative and/or Committee experience is suggested
- Liaisons are elected by Alateen members attending the Northern California Alateen Conference (NoCAC)
- The term is for two years.

DUTIES & RESPONSIBILITIES:

- Work with the NCWSA Alateen Coordinator and Alternate Alateen Coordinator
- Attend all NCWSA Assemblies and NCWSC meetings
- Prepare and give the Alateen Liaisons' Reports at the NCWSA Assembly and NCWSC meetings
- Attend Al-Anon Members Involved in Alateen Service (AMIAS) workshops as requested by the Alateen Coordinator
- Cooperate with the NCWSA Convention Chair when planning the Alateen portion of the Convention. The Alateen Liaison for the section hosting the NCWSA Convention will be reimbursed for attending the Convention that year and will support the planning of the Alateen portion of that Convention, serving as Alateen Chairperson, if necessary
- Be available to work with the Alateen NCWSA Convention chairperson
- Be available to work with Alateen members at the events listed above if there are any behavior problems
- Be the contacts between Northern California Alateen members and the NCWSA service structure



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- Be available by phone or email for concerns and questions related to Alateen
- Be available by phone or email to serve on the Alateen Safety Advisory Committee (ASAC)
- Attend local District AMIAS meetings upon request, if necessary and time permits
- Encourage Alateen groups to have Group Representatives and for each District to have a District Alateen Liaison
- Be available to work with NoCAC as non-voting members of the committee. Be able to attend the initial meeting between the outgoing chairperson and sponsor and the incoming chairperson and sponsor
- Write and encourage others to write articles for the Alateen Express

AMOUNT OF TIME REQUIRED:

- Attend one-day NCWSA Assembly in Spring, three-day Assembly in Fall, three NCWSC meetings each year and NoCAC (three days)
- Attend monthly NoCAC committee meetings
- May attend NCWSA Convention meetings when the Convention is held in the Liaison's section (e.g., the Alateen Liaison from the north would participate if the Convention is held in Sacramento)
- Travel time for required meetings and assemblies.

EXPENSES:

- Travel, room and meals for all NCWSA Assemblies and NCWSC Meetings. NoCAC and NoCAC Committee meetings in Liaison's Section, **including Alternates**, are reimbursed by NCWSA
- Travel, room and meals to all **required** meetings or events within each Liaison's section, **including Alternates**, are reimbursed by NCWSA
- Supplies required in performing all duties such as office supplies, paper products for special events are reimbursed by NCWSA
- Expenses incurred for requests from Districts, Intergroups or AI-Anon Groups will be reimbursed by the inviting District or Group when possible.
- Expense reports need to be given to the NCWSA Alateen Coordinator for approval.

EQUIPMENT NEEDED:

- Internet access and email is essential.

FORMS:

- NCWSA Forms: A04 Expense Report @ <http://www.ncwsa.org/forms/>

OTHER

- Remember not to schedule a meeting opposite other NCWSA events or meetings
- NCWSC Guideline: <http://www.ncwsa.org/guidelines/>