

North Florida Area Service Job Descriptions (General Duties)

1. Prior to standing, individually assess one's ability to successfully meet expectations of the position
2. Must be in good health, (i.e. be able to sit for long periods of time and be fairly mobile)
3. Recommended that a person choose a Service Sponsor familiar with the duties of the position for which the person is standing. Be willing to ask and accept help, not work in isolation. Be willing to work with others and also be willing to establish a committee to do some tasks of the job
4. Support the Area group conscience regardless of personal views
5. Attend 4 Area meetings per year
6. Follow up with tasks related to position matters in a timely manner
7. Write reports for each meeting (length to be at the discretion of the Area panel chairperson)
8. Following each Area meeting, submit a report to the Legacy Editor within the stated deadline
9. Send or post reports for the NFA Website (at discretion of the Web Coordinator)
10. Have access to email and be willing to communicate by email and be able to send/access attachments
11. Must be willing to access and use ECommunities relevant to the position (Officers and Coordinators)
12. Participate in conference calls with NFA and WSO as appropriate
13. Participate in presentations at districts and North Florida Area events as a representative of the North Florida Area.
14. Cannot be a member of Alcoholics Anonymous (Coordinators and Officers)
15. As assigned by Area Chairperson, participate in Area Thought/Task Forces. This may require working on assigned projects between Area meetings.
16. Should have a working knowledge of the 12 Traditions and 12

Concepts and 5 Warranties

17. Incoming and outgoing Panel members need to attend the Turnover meeting at the end of the outgoing Panel to ensure a smooth transition from Panel to Panel.

18. Provides NFA Treasurer, within your area of responsibility, information concerning line items which may exceed 10% of current budget.

19. By JULY 1st provide NFA Treasurer the estimate of expenses within your area of responsibility, for the next fiscal year.

20. Participate at TEAM Events and Service Workshops.

Delegate Job Description

As the name implies, full authority is delegated by the assembly to the Delegate to vote as he/she sees fit “for the good of Al-Anon as a whole.” Although the Delegate shall be aware of the feelings of the area, the Delegate shall not be bound to vote those feelings. The Delegate shall have good reason for all votes.

AWSC Duties:

1. While at the AWSC, chair the Friday night Al-Anon Information Service Liaison (AISL) and Area Coordinator meeting.
2. Attend Officers’ meetings and meetings between the Area Coordinators and Officers.
3. Communicate with Area Officers between Area meetings regarding Area concerns that arise.
4. Work with the Alternate Delegate when possible to submit a “Chosen Agenda Item” for the World Service Conference (WSC) agenda.
5. Have a working knowledge in the use of computer technology and power point presentations.
6. Encourage visits to districts and district events in the Area.

WSC Duties:

7. Attend the South East Regional Delegates’ Get-Together (SERDGT) once a year and give a written report of the SERDGT.
8. Throughout each of the three years, participate in WSC Committees, Thought and Task Forces on various projects assigned by the Chairman of the Board.
9. Attend and participate on WSC Committees, Thought and Task Forces to continue or finalize work done throughout the year, the day prior to the World Service Conference (WSC).
10. Attend and participate in the week long World Service Conference (WSC) once a year and bring back to the Area information and decisions made at

each Conference through the Delegate's report.

11. Be a resource and support to members throughout the Area who contact the Delegate regarding questions and concerns members have in their groups, districts, in the Area, and with Al-Anon as a whole.

12. Understand and articulate the Conference structure, and Conference decisions.

13. Be a liaison between the Area and the World Service Conference (WSC) and WSO.

14. Gain a deeper understanding of Al-Anon as a whole and awareness of the needs of the worldwide fellowship.

15. Educate the membership of the importance of finding qualified members to apply to be on the Board of Trustees, and encourage members to submit resumes for the Board of Trustees.

16. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Alternate Delegate Job Description

1. The main job of the Alternate Delegate is to be prepared to step into the shoes of the Delegate, should anything happen to prevent the Delegate from fulfilling his or her responsibilities. The Alternate Delegate should stay in contact with the Delegate for this purpose.
2. Acts as the Forum Representative for the area. The Alternate Delegate encourages readership and submission of articles to *The Forum*. This includes encouraging members to integrate the magazine into their meetings, giving writing workshops, reporting on readership at Assemblies and presenting a *Forum* poster board.
3. Acts as parliamentarian for both the AWSC and the assembly.
4. Presents the GR orientation at Assemblies. This may include working along with a couple of District Representatives (DR), to give the GR orientation at Assemblies.
5. The Alternate Delegate along with the assigned DR, selects three concerns for Assembly Red Light/Green Light topics which are presented to the AWSC.
6. Attends officers meetings and conference calls.
7. Maintains an active knowledge of current business in the North Florida Area.
8. Purchases and labels the plastic bins and nametags that are given to each panel member, including any changes and additions that occur during the 3 year term.
9. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Chairman Job Description

A Chairman should have leadership and organizational ability, serving rather than dictating. It is essential to be able to plan an agenda and conduct meetings in an orderly manner. "Communication and cooperation with others are key elements of good chairmanship" (2010-2011 Al-Anon/Alateen Service Manual, page 150).

There are five main areas of responsibility for the North Florida Area Chairperson:

1. Conduct four area meetings per year, (two Area World Service Committee (AWSC) meetings and two Area Assemblies).

For these meetings:

- Create a seating chart for AWSC and Assembly.
 - Create an agenda for each meeting.
 - a. Ensure the agenda is distributed to AWSC members and posted on NFA website a minimum of 2 weeks prior to each meeting.
 - b. Ask DR's to provide an estimate of attending GR's, Past Delegates and guests to provide to hotel to ensure adequate seating.
 - c. Sign off on Beverage Event Orders ((BEOs)) with hotel contact person (food & beverage order, seating arrangements) this also includes all video/projector/mic needs.
 - d. Work with Secretary to be sure seating placards are available for all AWSC members and District and/or display tables.
 - e. Prepare an assignment chart for the Districts for each year of your panel. This would include which District is hosting hospitality, registration, fun shop, etc.
 - Hold an officers' meeting prior to each of the four meetings.
2. Coordinate and be the point of contact with our host hotel.
- a. Schedule the four meetings for the following year, possibly a year in advance. The chairperson signs contracts representing the Area.

- b. Decide the room setup for the meeting and hospitality rooms and order coffee and drinks. (For the AWSC meeting, food for the working lunch needs to be ordered if the group stays in the hotel).
 - c. Provide a Master billing list to the hotel before each event.
 - d. Along with the Area Treasurer, reconcile the final hotel bill.
3. When asked, answer questions raised by members that arise in the Area between meetings.
 4. With the other Officers, determine NFA issues, concerns, WSO suggestions and assign a Task or Thought Force to address these issues as appropriate.
 5. Each year work with our Certificate of Insurance ((COI) provider to update lists and renew policy. Also, when a NFA group or Event requests a COI send info to provider and ensure the request is processed.
 - 6. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.**

Secretary Job Description

1. In order to keep the minutes, the CMA, and other Area documents, a removable disc is required. The disc contains Area Activities (i.e. Guidelines for Raffle, Hospitality, etc.), Election Procedures, Placards (Under Panel 46), Delegate's Report, Treasurer's Reports, Motions, etc. The disc should be passed on from the previous Secretary. Documents saved to the disc should be compatible for both PC and Mac.
2. The CMA (Current Mailing Address) is completely updated by the Secretary. Send out the most current CMA a month before the business meeting as a reminder to all to check for any recent changes. Change the date footer each time you send out the CMA so if questions arise you can check the version.
3. AWSC members need to be maintained in a group email in your computer: (i.e. District Officers and AISL's, Coordinators, NFA Officers, Past Delegates, Event Chairs). There may be times that only communication with certain groups is necessary.
4. The Secretary takes the roll call at the AWSC Meetings. Keep the roll call page updated with changes.
5. Maintain a motion succession chart. Use a header/footer and number pages. Update the chart with all the motions of each meeting. Keep the paper copies of motions for backup in envelopes with meeting dates marked.
6. The Chairperson may request that you update the Area duties and responsibilities. Use a header/footer on all documents and x of y for page numbers for multiple pages. You may work with the Chairperson to update the activities using the AWSC Task/Thought Forces. You work with the Chairperson on getting the documents updated and file the revisions in the Guideline book.
7. Keep each set of meeting minutes separated after a vote is taken. It has been necessary to keep hard copies of the Treasurer's Report containing figures in case someone has to research later and the removable disc is lost.

8. Maintain current convention chart. The information comes from the minutes, although you may need to call the Convention Chairperson for specific information.
9. Get the minutes out to the AWSC Panel well in advance of the meeting. Email Coordinators, Officers, and Event Chairs and request you receive their report by a date you or the Chairperson sets. The Minutes are submitted for approval, but only the Motions are read.
10. Generate colorful placards that go on the tables for AWSC and Assembly.
11. After each Area meeting, the Secretary sends a rough draft of the minutes to the Chairperson.
12. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Treasurer Job Description

Upon election, there are specific requirements to successfully transition from the outgoing Treasurer to the incoming Treasurer

1. Provides name, address and phone number for Amendment to the Articles of Incorporation.
2. Rents a post office box. This is the official address of the corporation, and must be anonymous and able to be included on public documents.
3. Opens a Business Account at a local bank
4. Works with previous Treasurer to file appropriate forms with State of Florida Division of Corporations and Florida Department of Revenue.
5. Orders/updates and/or installs software for keeping track of Area finances.
6. Selects a local CPA to work with. Or use the CPA firm of the previous Treasurer.

Duties of the North Florida Area Treasurer

1. Pays all Area contracts directly with Area funds. Also pays for business items of the North Florida Area Corporation (e.g.: such as Archives Storage, Website Hosting, Hotel contracts, etc.).
2. Use reimbursement form for all Area meetings.
3. Collects funds from Post Office Box, records contributions, and deposits funds.
4. Submits all payments for business expenses and receives all incoming funds from Districts, Groups, and individuals during the Panel.
5. Acknowledges receipt of all funds to Districts and Individuals who contribute.
6. Prepares Quarterly Appeals letters for direct communication with NFA Groups to request contributions.
7. Pays the total expense for NFA Delegate to attend World Service

Conference upon receipt of the WSO letter.

8. Chairs the Finance/Budget Task Force at AWSC.

9. Develops the Annual Budget for submission to the August AWSC, and final submission to the Fall Assembly.

10. Acts as the Registered Agent for the Corporation, and maintains all records of the Corporation.

11. Works with the Officers to comply with all laws of the State of Florida, in order to maintain status as a Florida Corporation and a 501(c) (3) Non-Profit Organization with the IRS.

12. Makes sure that the last budget of the Panel has sufficient operating funds for the start-up of the new panel.

13. Reconciles all accounts.

14. Provides all information (i.e. end of year report) for taxes to the CPA.

15. Provides records of all Tax Exempt Certificates, IRS Letters of Determination, and other Corporate Documents necessary for operation.

16. Works with Coordinators and Event Chairs on all banking issues.

17. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

COORDINATORS BEGIN

Group Records Coordinator Job Description

1. Keep Group Records updated with WSO and Area databases.
2. It is important to have a spreadsheet program and knowledge to be successful in this position.
3. It is important that the records be passed on from Panel to Panel.
4. The Area Group Records Coordinator receives updated information from all the groups within all the North Florida Districts. This information is used to update and keep the WSO database current.
5. The Area Group Coordinator and WSO have access to edit the data base for the North Florida Area, and resolve discrepancies between them.
6. The Area Group Records Coordinator does not have access to any Alateen groups or AMIAS information.
7. The District Representatives have access to 'read and print only' their district group records.
8. Participates in an ecommunity with other Area Group Records Coordinators for discussion and information.
9. It is recommended that a document printout be provided periodically to each district group records chair from the WSO data base.
10. Keep updated files of district sign-in sheets for assemblies.
11. Provide the NFA Treasurer with all new groups' names with ID #'s and what district they're in for NFA contributions records.
12. Provide name badges with voter/non-voter designation for each assembly. Officer, DR's and AISL's names are printed and GR's fill in their own names. All attendees are required to register and pay the registration fee.
13. Coordinate registration set up and operation with the participating members of the assigned districts.
14. Bring all supplies for registration tables. (See attachment for suggested supplies).

15. Coordinate use of the credit/debit equipment with the Treasurer.
16. By history, a Past Delegate has been asked to count the money and give it to the NFA Treasurer.
17. Provide the total registered count to the NFA Chairperson for voting and non-voting in attendance totals.
18. Provide the NFA secretary the same totals for each district for the minutes.
19. After registration is over, provide each District Representative with the appropriate sign-in sheet.
20. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Attachment to Group Records Job Description with suggested supplies needed for Registration at Assemblies:

Laptop if checking information for a group at the WSO website during assembly

Ink Pens

Markers and stickers for nametags

Nametag badge holders

GR-1 forms and instructions to fill out

Printed copy of all groups (active/inactive) by District with WSO id number

Scrap paper

Scissors Stapler Calculator Money Bag Scotch Tape

Double Sticky Tape

Legacy Newsletter Coordinator Job Description

1. Provides a publication to the groups in North Florida summarizing the activities within the Area.
2. Four issues of The Legacy are published every year.
3. The Legacy Coordinator gives a deadline for receipt of all reports by Officers, Coordinators and Districts at each Area meeting.
4. When the Legacy is completed, it is sent via email to all AWSC members.
5. Send the Legacy to the NFA website after personal information is deleted for posting.
6. A printed copy of The Legacy is placed in a notebook sleeve and placed into the newsletter archive notebook.
7. Ensures the NFA Archives receives one hard copy.
8. Mail out any NFA subscriptions as required, including to WSO.
9. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

SPANISH COORDINATOR JOB DESCRIPTION

The Coordinator is a member of the NF Area, needs to be fluent in English and Spanish.

1. Educates the Spanish/English communities to bring understanding and unity of purpose among the NFA Spanish and English speaking groups as a goal.
2. Acts as an information conduit between the Spanish Intergroup and the North Florida Area encouraging communication between each group.
3. Encourage Spanish Groups Representatives to participate at the NFA Assemblies in order to increase unity among English and Spanish members and groups in the NFA.
4. Sets up and facilitates a committee of volunteers who will use, track and operate the translation equipment at NFA Events as required. (Note: These volunteers will be reimbursed by the Area.)
5. Facilitates the translation of Area business meeting minutes, newsletters, website information, and other Area information and correspondence to be translated as necessary.
6. Ensures that the translation equipment is used only for Al-Anon Events within NFA or used at AA events where NFA Al-Anon has been invited to participate.
7. Schedules interpreters needed for all NF Area meetings and events.
8. Responsible for storage and the maintenance of the Translation equipment. Ensures it is in good working order and batteries are available.
9. Establish a list of bi-lingual people for each meeting to take turns doing the translation of the information to participants.
10. Facilitates translation of documents for NFA Officers and Coordinators.
11. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Archives Coordinator Job Description

The Archivist needs to have organizational skills and an appreciation of and importance of maintaining a historical record of activities in the North Florida Area. The Archivist should have computer skills including word processing, maintaining spreadsheets and developing databases.

1. Establish and maintain a storage facility for NFA Archives. It is important to choose a facility having the following attributes with payment and cost effectiveness:
 - a) Establish contract for storage facility using a 3 bid proposal and arrange with NFA Treasurer for rental and contract payments
 - b) Ensure facility is climate controlled as materials need to be stored at cool temperatures and able to withstand hurricane weather. The unit should not be on the ground floor.
 - c) Storage area should be usable by several people at a time and allow for their ability to stand.
2. Acquire needed materials and equipment, (i.e.: shelves, files, software)
3. Maintain photographs and other materials and understand the methods for protecting them.
4. Establish guidelines for maintaining and disposing of materials.
5. Maintain AWSC and Assembly Reports from Officers, Coordinators and Districts for each 3 year panel. Also maintains a copy of the Conference Summary brought back by the Delegate from each WSC.
6. Collect “memory information” of longtime members as it applies to the NFA history.
7. Research questions asked by members regarding NFA events, meetings, etc.
8. Display historical documents, old and new CAL, first edition books at AWSC, Assemblies, Conventions, District event by request, or any event in the North Florida Area.
9. Establish an Archives Committee near where the storage area is

located.

10. Attend Archive workshops; keep in contact with WSO and other Archive Coordinators to broaden knowledge.

11. Know and use *Archives Guideline 30* and be familiar with the current Service Manual as it pertains to Archives.

12. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Technology Coordinator Job Description

The North Florida Technology Coordinator creates and maintains the NFA Area 9 website which provides current information about Al-Anon and Alateen within the North Florida Area (NFA) to the general public, the media, the professional community, as well as accurate, NFA business information which includes Assembly and Area World Service Committee Agendas, Minutes, Budgets, Event schedules and their locations.

REQUIREMENTS:

1. Has a reliable computer and internet access.
2. Has a reasonable level of understanding of web information technology and basic knowledge of web design and applicable software
3. Has the ability to convert documents to PDF format
4. Has the ability to become familiar with WSO guidelines regarding Internet communications (G-40, S-66, Service Manual, the Guide Requirements to Copyright and Trademarks and Materials to post on line).

Duties of the NFA Technology Coordinator:

1. Maintains communication with website host and troubleshoots issues in functionality.
2. Ensures the domain name and hosting renewals are kept current.
3. Maintains the Administrator Login ID and password, domain name and hosting registration information.
4. Facilitates routine off-site storage of website files and documentation for data preservation
5. Maintains current information of interest to current and prospective members.
6. Coordinates and or delegates responses to all website inquiries, by answering emails or forwarding them to appropriate Area Officers, Coordinators or District contacts, when appropriate
7. Ensures all items on website adhere to AFG-WSO and Area specific

guidelines.

8. Works with Officers, Coordinators, Task Force Chairs and Event Chairs regarding Website content with the help of appropriate trusted servants.
9. Ensures that all documents posted to the website are free of personally identifiable information, in keeping with our Eleventh Tradition.
10. Provides and maintains email addresses for all North Florida Area Service positions and ensures the smooth transition of communications from outgoing to incoming panel members.
11. Reviews and/or contributes to topics posted in WSO ECommunities for Area Web Coordinators.
12. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Literature Coordinator Job Description

The North Florida Area Literature Coordinator requires organizational and communication skills. The primary function is to act as an information conduit between WSO and the North Florida Area regarding Conference Approved Literature. It requires that the Coordinator become intimately familiar with all Conference Approved Literature.

1. Disseminates information received from WSO and other Area Literature Coordinators to NFA: GR's, AWSC, District LDC Chairs and/or District Literature Chair people, NFA Assembly, Legacy newsletter.
2. Develops and sets up displays at Assembly and AWSC about the CAL.
3. Creates displays of books, pamphlets, and other materials for District and Area events.
4. Promotes interest in Conference Approved Literature within NFA and the Districts.
5. Visits and Coordinates with Districts upon request. The Coordinator may speak at workshops about some facets of CAL and LDC's.
6. Fields questions concerning literature from the NFA or forwards questions to WSO for clarification.
7. Participates on WSO Literature Conference Calls twice annually.
8. Distributes CAL bookmarks and flyers at Area functions on behalf of WSO.
9. Informs WSO about Area literature/LDC activities
10. Requests and encourages NFA members submit their sharings for new WSO CAL under development.
11. Provides support to all Area Literature Distribution Centers.
12. The Literature Coordinator does not have CAL inventory.
13. Requests and encourages members and groups to use CAL at meetings.
14. Encourages the use of CAL in fund raising, anniversaries, and district events.
15. Informs NFA members how to obtain current CAL catalog maintain a supply of order forms.

16. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Public Outreach Coordinator Job Description

General Description:

North Florida Public Outreach Coordinator reaches out to the public world through the NFA entities to inform about Al-Anon and Alateen. Our Traditions state that our public relations policy is based on attraction rather than promotion.

The following statement, which was reaffirmed at the 1971 World Service Conference (WSC):

It is the consensus of the sixth World Service Conference that if Al-Anon is to continue to exist, it must continue to grow. There is no standing still without retrogression. Al-Anon must continue to grow if it is going to fulfill its primary purpose of reaching millions who need Al-Anon's help but who are not yet aware of the existence of our Fellowship.

Al-Anon is attracting when it tells people why we are, what we are, what we do and how: we let them know that we are available if and when help is needed. We state the facts, which are communicated via the press, radio, TV and films, always stressing anonymity at the public level. (Page 107 SM)

DUTIES:

1. Provides encouragement and information to stimulate members to participate in the Public Outreach projects.
2. Supports District Representatives and Groups in their efforts to conduct Public Outreach services.
3. Communicates to North Florida Assembly (NFA) and Districts Information received from the World Service Office (WSO) relative to national Public Outreach projects.
4. Reviews and follows WSO Public Outreach Guidelines (Institutions) G-09, Public Outreach Guidelines (Public and Media) G-10, Public Outreach Guidelines (Professionals) G-29, and Public Outreach

Guidelines (Coordinator) G-38 as well as the current Al-Anon Alateen Service Manual.

5. Conducts specific PO workshops at District and Area meetings (AWSC, Assemblies, etc.)
6. Informs Districts of innovative ways to use Public Outreach materials in order to carry the message of recovery to the general public, professionals and institutions.
7. Develops at least one NFA Public Outreach Project annually and presents same with associated costs to the AWSC for approval.
8. Implements and manages NFA Public Outreach initiatives recommended by the AWSC and approved by the NFA Assembly
9. Participates in conference calls with WSO and other US and Canadian Public Outreach Area Coordinators when scheduled.
10. If you are unable or unwilling to adhere to the North Florida Area General Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Alateen Coordinator Job Description

The primary responsibilities of the NF Area Alateen Coordinator are to supervise/conduct AMIAS training sessions and facilitate communication among the North Florida Area Alateen Process Person (AAPP) and District Alateen Process Persons (APP) and Alateen Coordinators and Al-Anon Member Involved in Alateen Service (AMIAS). Additionally, it is the responsibility to develop outreach programs to encourage Alateen membership and group growth.

1. The Area Alateen Coordinator must be a certified AMIAS in the North Florida Area prior to standing for the position.
2. Pass along information among the NF Area, WSO, and the Districts regarding Alateen and the Area Requirements.
3. Travel to the Districts in the NF Area, as needed, to present the training sessions.
4. The Alateen Coordinator in coordination with the AAPP develops the AMIAS Requirements' Training.
5. If the Requirements need to be changed, the Alateen Coordinator with the AAPP co-chairs a Task Force to address these changes, and when completed, submits that information to the AWSC.
6. The Alateen Coordinator and the AAPP facilitate the District "Train the Trainer" sessions.
7. The current Alateen Coordinator ensures that each district has the most current AMIAS Training CD.
8. Training sessions may occur at North Florida Area events. The Coordinator works with the appropriate chairperson of each event to schedule the training(s).
9. Supports and attends the Area Alateen Conference and Alateen Round- Up.
10. Be knowledgeable, understand and utilize the approved North Florida Area Alateen Requirements which include Safety and Behavioral

Requirements.

11. Be knowledgeable, understand and utilize WSO Guideline (G24) “Area Alateen Coordinators.” This details this position as “communicator” between WSO, Area, and Districts.

12. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Area Alateen Process Person Job Description

The primary responsibilities of the North Florida Area Alateen Process Person (AAPP) are communication among the Districts Alateen Process Person(s), AMIAS, and the Area Alateen Coordinator, and the tracking and updating of all AMIAS related records among the Districts, Area, and WSO.

1. The Area Alateen Process Person (AAPP) must be a certified AMIAS in the North Florida Area prior to standing for the position.
2. Be knowledgeable of our current NFA Safety and Behavioral Requirements.
3. The Alateen Coordinator in coordination with the AAPP develops the AMIAS Requirements' Training.
4. Travel to the Districts in the NF Area and conducts training sessions for NF Area AMIAS.
5. If the Requirements need to be changed, the AAPP with the Alateen Coordinator co-chairs a Task Force to address these changes, and when completed, submits that information to the AWSC.
6. The AAPP and the Alateen Coordinator facilitate the District "Train the Trainer" sessions.
7. Training sessions may occur at North Florida Area events. The AAPP or Alateen Coordinator works with the appropriate chairperson of each event to schedule the training(s).
8. Supports and attends the Area Alateen Conference and Alateen Round- Up if the Alateen Coordinator is unable to attend.
9. Participates in WSO Conference Calls as Required.

The following are the documentation procedures of the AAPP:

- a) Maintains the confidential information required by WSO and ensures the accuracy of the records among the District, Area, and WSO.
- b) Maintains a list from all districts of who have attended the NFA required training/orientation sessions including each annual training date.
- c) Shares current training spread sheets with Alateen Coordinator prior to

each AWSC and Assembly meeting.

d) During the AWSC or Assembly meetings, two copies of each District's Member's and Group Charts are to be given to each DR one copy goes to the District Alateen Process Person (DAPP).

e) Each year, the AAPP submits the Area Recertification document to WSO as required.

f) Sends Annual Update Sheets for each Alateen Group Sponsor/Contact to WSO and keeps a copy for your records.

g) When Alateen group mail is returned to WSO, follow up with the Group Sponsor/Contact to ensure a new GR-3 form completed. h) Shred all obsolete records.

10. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

EVENT CHAIRS BEGIN

Turnover Meeting Event Chairperson Job Description

The Turnover Event is a District hosted function. The District appoints the Chairperson. If there are multiple chairpersons, there is only one listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have a voice but no vote and their room and expenses are paid for by Area (Area pays for one Chairperson only).

The Turnover meeting is an end of the panel event. The primary purpose is to transition the outgoing panel of officers and coordinators and the incoming officers and coordinators. The morning segment of the event closes out the current panels' business meetings. The afternoon segment is the first AWSC/business meeting of the new panel.

The responsibility of the Turnover Meeting Event Chair is to:

1. Set the agenda and coordinate the activities necessary to hold this meeting in cooperation with the Area Chairperson(s)
2. Set the date.
3. Secure a location for the event.
4. Secure the funds from the NFA treasurer and keep an accounting of all costs.
5. Set up committees and fill the positions. (Food, Decorations, Program/Flyer, Registration, Parking, Set Up/Clean Up).
6. Give committees their specific duties and follow up during scheduled planning meetings.
7. Obtain from each district the number of attendees coming to the meeting.
8. Attend and report to the AWSC and Area Assemblies during the year of the Turnover Event.

9. Reports to the spring AWSC of the new panel, the financial resolution of the event.

10. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Alateen Conference Chairperson Job Description

The Alateen Conference is a District hosted function. The District appoints the Chairperson. If there are multiple chairs, there is only one listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have voice but no vote and their room and expenses are paid for by Area (Area pays for one Chairperson only).

The Alateen Conference Chair is a one year commitment. It is a 3 day event Fri-Sun. The general requirements for the Alateen Conference Chairperson are as follows:

1. Must be an active Al-Anon member who is a certified Alateen AMIAS.
2. Attends and submits a report two (2) Area World Service Committee Meetings, and two Assembly meetings.
3. Provides final report to Fall Assembly.
4. Announces the theme and location as soon as possible after the Fall Assembly but no later than January of the conference year. The site must be suitable to house Alateens, AMIAS' (and as needed those acting in the roles of life guard or nurse).
5. Provides an expense sheet for NFA Treasurer. Works with the NFA Treasurer for information and opens a bank account.
6. Selects event committee chairs (Co-Chair, Treasurer, Secretary, Security, Publicity and Printing, Registration, Hospitality, Entertainment, and Speakers/Advisor).
7. Arranges NFA website access for registration forms and event information.
8. Prepares historical information for a.) future event volunteers and b.) archives.

9. Return any proceeds to the NFA Treasurer immediately following the Conference.

10. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Convention Chairperson Job Description

The Convention is a District Hosted function. The District appoints the Chairperson. If there are multiple chairs or co-chairs only one is listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have a voice (1) but not vote.

A major part of the Convention Chair's responsibilities is one of coordination among the various event committees. This is 3 day event Friday, Saturday and Sunday.

1. Decides on theme, location and date.
2. Arranges and chairs meetings of the Convention Committees.
3. Distributes copies of committee job descriptions and convention guidelines to all committee chairs.
4. Selects Convention Committee chairs required to attend turnover of prior Convention Committee.
5. Along with the hotel committee, determines the main meeting room(s) and break out meeting rooms-ease of access and size.
6. Is familiar with the hotel rules/regulations.
7. Facilitates the signing of the contract between the NFA Officers and the Convention facility.
7. Works with Committees from the initial stages to ensure smooth scheduling for events and meetings (Workshops, Alateen, Boutique, Decorations, Hospitality, Information/First Aid/Signage, Literature, Publicity, Raffle, Registration, Speakers, AA Liaison, Food, Secretary, Treasurer, Security/Sergeant at Arms, and the Hotel Facilities Planner).
9. Selects person to give invocation if having a banquet/meal.
10. Determines which committee chairs need to stay at the facility and for how long.
11. Works with event Treasurer and asks for group conscience to determine

what part of the committee members' expenses will be paid (i.e., registration, meal[s], room).

12. Directs activities and resolves any problems during the convention.

13. Arranges Wrap-Up Meeting and receives final reports from all committee Chairs. Ensures these reports are given to the event secretary who includes all reports in the Convention notebook.

14. Works with the Food Committee Chair to arrange The NFA Convention Committee Chairpersons' Breakfast for Sunday morning during the Convention. The prior year's Convention Chair is responsible for inviting all prior chairpersons and the two upcoming chairpersons. (There are no guests).

15. Attends Area World Service Committee and Assemblies from the time they are elected (at convention expense).

16. Makes verbal and written reports to the Area beginning with the first AWSC or Assembly following the prior Convention and ending with the Spring Assembly following the Convention.

17. Arranges and chairs the turnover meeting with the next Convention Committee within 30 – 45 days following the convention at a location in the outgoing host district. The outgoing convention covers this expense.

18. Solicits bids from tapers for the convention. Works with the Speaker Committee Chair to determine a taper for the Speakers. Ensures compliance with hotel requirements and restrictions related to taping and recording. Signs the taper's contract.

20. Works with the hotel to arrange for needed sound system, podium, and platform.

22. Along with the hotel liaison, Coordinates all contact with the hotel before, during and after the convention.

24. Sends thank you notes to the hotel staff.

25. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions, (General Duties), (Tab 1), please do not stand for this position.

Convention Co-Chairperson Job Description

As with the Convention Chairperson, this is a District hosted function. The District appoints the Chairperson and the Co-Chairperson. If there are multiple chairs or co-chairs only one is listed on the CMA. Event Chairs are invited to AWSC and Assembly.

It is optional, but recommended to have a co-chair for the Convention. The Convention Co-Chair works closely with the Chairperson, and in the event that the chairperson is unable to complete his/her term, the co-chairperson will complete the term as chairperson.

1. Works with the program chairperson to establish number of speakers and times.
2. Establishes committee to listen to speaker tapes and if appropriate visit speaker meetings to facilitate selection of speakers.
3. Along with the Speaker Chair, selects all speakers (Al-Anon, AA, and Alateen) and makes all arrangements for their attendance of the convention (i.e. transportation etc.)
4. Ensures that the speakers are contacted by phone and/or email stating all information known regarding the Convention and obtaining a commitment from them as soon as possible. Follows up phone conversation with a letter, giving them speaker chairperson's name, address, e-mail, and telephone number. Informs the speakers that the Convention will pay for their travel (airplane or if driving to the convention, mileage at the current IRS rate not to exceed the cost of an airplane ticket), hotel room, meals, and registration.
5. Provide the Chairperson, Treasurer, and Secretary a list of Speakers and their addresses, telephone numbers and e-mail addresses. Gives names of speakers and their guest(s) to the Registration Chairperson to pre-register them.
6. Ensures speakers and their guest's needs are met. May enlist volunteers to Host the speakers. If so, develops list of host responsibilities

and ensures they understand them (e.g. transportation to and from airport, sends thank you notes, welcome baskets, and thank you gifts).

7. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Alateen Roundup Chairperson Job Description

This is a District hosted function. The District appoints the Chairperson. If there are multiple chairs, there is only one listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have a voice but no vote and their room and expenses are paid for by the Area (Area pays for one Chairperson only).

The Alateen Roundup Chairperson must be an active Al-Anon member and a certified AMIAS. The Alateen Roundup is a NFA one day event hosted by one or more districts. All communication is between the Alateen Roundup Committee, the Alateen Group sponsors and other supporting AMIAS. The committee provides updates, advertisements, flyers and forms to the host District and encourages communication directly with the Alateen Groups in all NFA Districts.

Duties: Add Number 1 on Conference Chair JD

1. Choose a venue that is public, easy to find, accessible to all. Make arrangements to secure the area.
2. Coordinate signing of any contracts with the Area Chairperson.
3. Coordinate any Insurance Binder needs with the Area Chairperson.
4. Form a committee of support inside the District – including Treasurer, Registration, Publicity, and Meetings & Activities.
5. Coordinate with the Area Alateen Coordinator and AAPP so that communication with all AMIAS(s) and Alateen groups is secure, safe and protected by anonymity and safety concerns.
6. Coordinate the packet of necessary forms and permissions according to Area Guidelines and Requirements.
7. Coordinate Al-Anon members to provide food, raffle and/or boutique items for teens.
8. Coordinate Al-Anon meetings or workshops to run simultaneously for members who attend, so that the Alateen event can be for the teens.
9. Encourage AMIAS(s) to work with new teens before the event.

10. Attends all Area meetings and communicates with Area and District Officers so that the event will have plenty of publicity options, based on WSO Alateen safety policies for publicity of Alateen events.

11. Works with the Area treasurer if there is a need for additional funds.

12. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.

Service Workshop Chairperson Job Description

The Service Workshop is a District hosted function. The District appoints the Chairperson. If there are multiple chairs, there is only one listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have a voice but no vote and their room and expenses are paid for by the Area (Area pays for one Chairperson only).

The NFA Service Workshop Chair is a one year commitment. The general requirements are as follows:

The Chairperson needs to be familiar with any service concerns/needs of the NFA that could be a topic of the workshops. The chairperson should also be active in service in the host District.

Specific Duties:

1. Find a location and establish committees and coordinate to ensure the following areas are covered: decorations, set up and clean up, signage (outside and individual workshops) and contacting members to chair workshops, registration, raffle, and speaker if desired.
2. Work with the NFA Treasurer to forward budgeted amount to the host District Treasurer. This is for reimbursement to committee chairs for Workshop expenses.
3. Provide publicity (flyers/website, etc.).
4. Announce theme and location as soon as possible after Fall Assembly.
5. Decide upon food and announce if either pot luck or will provided.
6. Determine if housing can be provided for members not being able to afford an overnight at a hotel (local members willing to provide a bedroom for those from out of town).
7. **If you are unable or unwilling to adhere to the North Florida Area Job**

Descriptions (General Duties, (Tab 1), please do not stand for this position.

Special Note:

A broad range of models can be used for the Workshop: basic program principles, principles needed for service: (leadership, principles above personalities, double headed management, Concepts, Traditions, issues causing failure of Al-Anon). Information Services: Literature, Legacy, Study of Service Manual as well as other topics may also be chosen.

TEAM (Together Empowering Al-Anon Members) Chairperson Job Description

The TEAM Event is a District hosted function. The District appoints the Chairperson. If there are multiple chairs, there is only one listed on the CMA. Event Chairs are invited to AWSC and Assembly. They have a voice but no vote and their room and expenses are paid for by the Area (Area pays for one Chairperson only).

The primary responsibility of the TEAM Chairperson is one of coordination between the event committees, NFA officers, and WSO. It is important that the current TEAM forms (found on the WSO members' website on the "events" page) be obtained and used when planning the TEAM event.

Chairperson responsibilities are:

1. Organize the various event chair positions: Treasurer, Public Relations, Decorations, Site Coordinator, Hospitality, Registration and Publicity.
2. Delegate and communicate with Committee Chairs to ensure responsibilities are being fulfilled and timelines followed.
3. Share authority with the Area Chair, Area Delegate, and WSO members.
4. Select the site one year in advance. Events could be planned for 1 day or a weekend.
5. Ensure that the required form is submitted to WSO.
6. Ensure there is tech support onsite for presentations.
7. Coordinate with Area Chairperson to sign all Contracts and for the Insurance Binder for the site.
8. Coordinate with the Area Alateen Coordinator and AAPP if there will be Alateen participation.
9. Coordinate with WSO and Area Spanish Coordinator to make sure that all sessions are translated. (Translation Equipment is available from WSO and the Area.)
10. Coordinate with Area Treasurer to meet event needs.

11. Work with Event Committees to select topics to propose to WSO for presentations at the event with a primary focus on Service.
12. Work with Event Committees to choose speakers (WSO or Area) to give presentations.
13. Work with WSO to provide all written materials, evaluation forms, etc.
14. Act as liaison between Area and WSO during planning stages to communicate progress and provide support and coordination.
15. Ensure travel arrangements are made by WSO and hotel accommodations are made for WSO members coming to the event.
16. Ensure action items are being completed in accordance with the Event Planning time line on the "Host Committee Event Planning Worksheet" TEAM Chairperson.
17. Schedule and execute regular event planning meetings with the TEAM Committee Chairs and their committees.
18. It is essential that the planning remains in sync with the WSO scheduled calendar.
19. Attends Area ASSEMBLY and AWSC meetings to present TEAM event progress reports.
20. Be on-site at event to oversee execution of presentations and troubleshoot any issues that may arise.
21. Arrange dinner outing during event for WSO and Area TEAM presenters (optional).
22. Attend AWSC and Area Assembly, following TEAM event, to give final report.
23. If you are unable or unwilling to adhere to the North Florida Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.