

**AFG Area 9 – Florida North
Service Position Guidelines
(General Duties)**

1. Prior to standing, individually assess one's ability to successfully meet expectations of the position **for the full three year panel.**
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. **Be prepared to attend the entire meeting.**
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 Area Website (in cooperation with the Technology Coordinator).
10. Have access to email and be willing to communicate by email and be able to send/access attachments – **check email frequently.**
11. Must be willing to access and use **AFG Connects** relevant to the position
12. Participate in conference calls with Area and WSO as necessary.
13. Participate in presentations at districts and Area events as a representative of the 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 Legacies (Steps, Traditions, Concepts and Warranties)

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

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

19. Work with Area Treasurer to provide an 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.

Area Duties (Assembly and AWSC):

1. Participate in Area meetings, bringing reports from Conference.
2. Participate in Area Thought/Task Forces, committees and work groups as needed. These may be virtual.
3. While at the AWSC, chair a **Friday night break out as planned by the Chairperson.**
4. Attend Officers’ meetings and meetings between the Area Coordinators and Officers.
5. Communicate with Area Officers between Area meetings regarding Area concerns that arise.
6. Work with the Alternate Delegate, when possible to submit a “Chosen Agenda Item” for the World Service Conference (WSC) agenda. **May ask members for suggestions.**
7. Have a working knowledge in the use of computer technology and power point presentations.
8. Encourage visits to districts and district events in the Area.
9. **Provides full name, address and phone number for Amendment to the NFA AFG, Inc. corporate documents.**

WSC Duties:

10. Attend the South East Regional Delegates' Get-Together (SERDGT) once a year and give a written report of the SERDGT.
11. Throughout each of the three years, participate in WSC Committees, Thought and Task Forces on various projects assigned by the Chairman of the Board.
12. 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).
13. Attend and participate in the week long World Service Conference (WSC) once a year and bring back to the Area information and decisions made each Conference through the Delegate's report.
14. 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.
15. Understand and articulate the Conference structure, and Conference decisions.
16. Be a liaison between the Area and the World Service Conference (WSC) and WSO.
17. Gain a deeper understanding of Al-Anon as a whole and awareness of the needs of the worldwide fellowship.
18. 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.
19. 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. May lead a Friday Night Break Out at AWSC meetings as assigned by the Chairperson.
4. Provides full name, address and phone number for corporate documents.
5. Acts as parliamentarian and timekeeper for both the AWSC and the Assembly.
6. 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.
7. The Alternate Delegate along with the assigned DR, selects three concerns for Assembly Red Light/Green Light topics which are presented to the AWSC. Aids in facilitating RL/GL at Assembly. See RL/GL Guidelines.
8. Attends officers meetings and conference calls.
9. ~~Maintains an active knowledge of current business in the North Florida Area.~~ Participates in Area Thought Forces, Task Forces, work groups and committees as necessary.
10. ~~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.~~
11. Provides Motion Forms, and assists members in proper form.
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 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” (2014-2017 *Al-Anon/Alateen Service Manual, page 158*).

Provides full name, address and phone number for Amendment to the NFA AFG, Inc. corporate documents.

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

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

For these meetings:

- A. Act as Hotel Liaison, use a meeting planner when possible
- B. Work with Treasurer for budget on meetings
- C. Create a seating chart for AWSC and Assembly.
- D. Create an agenda for each meeting. Ensure that the agenda is distributed to AWSC members and posted on Area website a minimum of 2 weeks prior to each meeting.
- E. Use results of Thought and Task Forces to create Agendas and to allow business to continue to move forward.
- F. Ensure plenty of time for the Delegate to give reports from WSO.
- G. Ask DRs to provide an estimate of attending GRs, Past Delegates and guests to provide to hotel to ensure adequate seating.
Deadline needed.
- H. Sign off on Beverage Event Orders (BEOs) with hotel contact person (food & beverage order, seating arrangements) this also includes all video/projector/mic needs.
- I. Work with Secretary to be sure seating placards are available for all AWSC members and District and/or display tables.
- J. Prepare an assignment chart for the Districts for each year of your panel. This would include which District is hosting hospitality, registration, funshop, etc.

- K. Hold an officers' meeting ~~prior to~~ during each of the four meetings.
Chair the Policy Committee meetings.
- II. Coordinate and be the point of contact with our host hotel.
 - a. Schedule the four meetings for each year, possibly for the year after Panel ends. The Chairperson signs contracts representing the Area, and as Chair of NFA AFG, Inc.
 - 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.
- III. When asked, answer questions raised by members that arise in the Area between meetings.
 - a. Create Ask It Basket and other opportunities for members to ask questions
 - b. Use technology, including the website, to provide all information needed for members to make informed Group Conscience decisions.
 - c. Help members of the Area learn to use KBDM as a method of decision making based on our spiritual principles
- IV. With the other Officers, determine Area issues, concerns, WSO suggestions and assign a Task or Thought Force to address these issues as appropriate.
 - a. Create Thought Forces and Task Forces as needed.
 - b. Report all results on the website, available for membership
 - c. Make opportunities to participate available to all AI-Anon members.
 - d. Assist the Delegate in bringing WSO information and visitors to the Area to keep our service connection healthy.
- V. Each year work with our Insurance provider to update lists and renew policy for COI (Certificate of Insurance) needs. ~~Also, when a NFA group or Event requests a COI send info to provider and ensure the request is processed.~~ COI only applies to Area events (AWSC, Assembly,

Convention, Alateen Round up, Alateen Conference and Service Workshop/TEAM).

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 Secretary Job Description

1. Provides full name, address and phone number for Amendment to the NFA AFG, Inc. corporate documents.
2. In order to keep the minutes, the CMA, and other Area documents, a removable ~~disc~~ drive is required. The ~~disc~~ drive 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-drive~~ should be passed on from the previous Secretary. ~~Documents saved to the disc-drive should be compatible for both PC and Mac.~~ All materials will also be kept on the website (password protected area) for use by future Panels.
3. 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.
4. Submit WSO reports as necessary, work with the Delegate on this.
5. 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.
6. The Secretary takes the roll call at the AWSC and Assembly. Keep the roll call page updated with changes.
7. 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.
8. ~~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.~~ **(this is all done on the website now)**
9. 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.~~

10. Maintain current convention chart. The information comes from the minutes, although you may need to call the Convention Chairperson for specific information.

11. ~~Get the~~ Send 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.

12. Generate colorful placards that go on the tables for AWSC and Assembly.

13. Participate in Friday Night Break Out sessions at AWSC at the direction of the Chairperson.

14. Participate as a member of the Policy Committee

15. Participate on Thought and Task Forces as necessary – these may be virtual.

16. After each Area meeting, the Secretary sends a rough draft of the minutes to the Chairperson.

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.~~

Discussed and Edited at AWSC February 6, 2016

Area 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. **Current law requires a street address, so Treasurer must use a vendor other than the USPS.**
3. Opens a Business Account at a local bank **in cooperation with current Treasurer.**
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 NFA AFG, Inc. (e.g.: such as Archives Storage, Website Hosting, Hotel deposits, etc.).
2. **Creates and distributes** reimbursement form for all Area meetings.
3. Collects funds from Post Office Box, records contributions, and deposits funds.
4. **Maintains good communication with membership, frequently checking email and phone messages and returning as quickly as possible.**
5. Submits all payments for business expenses and receives all incoming funds from Districts, Groups, and individuals during the Panel.
6. Acknowledges receipt of all funds to Districts, Groups and Individuals who contribute.
7. Prepares Quarterly Appeals letters for direct communication with Groups to request contributions. **These are submitted with reports.**

8. Pays the total expense for Area Delegate to attend World Service Conference upon receipt of the WSO letter.
9. Chairs the Finance/Budget Task Force **on behalf of the Area.**
10. Develops the Annual Budget for submission to the August AWSC, and final submission to the Fall Assembly.
11. Acts as the Registered Agent for the Corporation, and maintains all records of the Corporation, **as directed in the Corporate By-Laws.**
12. 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.
13. Makes sure that the last budget of the Panel has sufficient operating funds for the start-up of the new panel.
14. Reconciles all accounts.
- 15. Works with an independent member for oversight purposes each month.**
16. Provides all information (i.e. end of year report) for taxes to the CPA.
17. 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

Area 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~~ in the Area, via the District Group Records Chair. This information is used to update and keep the WSO database current.
5. The Area Group Records 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~~ **AFGConnects** 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~~ Provide District sign-in sheets for Assemblies.
11. Periodically provide the Area Treasurer with ~~all new groups' names with ID #'s and what district they're in for NFA contributions records.~~ District Sign-In sheets for purposes of recording contributions correctly.
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.~~ Create distinction between Voting and Non-Voting.
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 Area 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 Area Chairperson for voting and non-voting in attendance totals.
18. Provide the Area 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 for introduction of the GRs. These sheets are then given to the Secretary for reconciliation. Then returned to the Group Records Coordinator.
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

Area 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.

Area SPANISH COORDINATOR JOB DESCRIPTION

1. Required to be fluent in English and Spanish.
2. Compiles and maintains a list of Bilingual Al-Anon members from around the Area to assist in translation and other activities.
3. ~~Educates the Spanish/English communities~~ Seeks to bring understanding and unity of purpose among the Area Spanish and English speaking groups ~~as a goal.~~
4. Acts as an information conduit between the Spanish Intergroup and the ~~North Florida~~ Area encouraging communication between each group.
5. Encourage Spanish Group Representatives to participate at the Area Assemblies ~~in order to increase unity among English and Spanish members and groups in the NFA.~~
6. Sets up and facilitates a committee of volunteers who will use, ~~track and operate the~~ translation equipment at Area Events as required. (*Note: These volunteers may be reimbursed by the Area.*)
Communicate with the Treasurer before meetings.
7. Facilitates the translation of Area business meeting minutes, newsletters, website information, and other Area information and correspondence to be translated as necessary.
8. Ensures that the translation equipment is used only for ~~Al-Anon~~ Events ~~within~~ Area Events or used at AA events where ~~NFA~~ Al-Anon has been invited to participate.
9. Schedules interpreters needed for ~~all NF~~ Area meetings and events.
10. Responsible for ~~storage and~~ the maintenance of the Translation equipment. Ensures it is in good working order and batteries are available.
11. ~~Establish a list of bi-lingual people for each meeting to take turns doing the translation of the information to participants.~~
12. ~~Facilitates translation of documents for NFA-Officers and Coordinators.~~
13. 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 Archives Coordinator Job Description

The Archivist needs to have organizational skills and an appreciation of the importance of maintaining a historical record of activities in the North Florida Area 9 – Florida North. The Archivist should have computer skills including word processing, maintaining spreadsheets and developing databases, including scanning.

1. Establish and maintain a storage facility for Area Archives. ~~It is important to choose a facility having the following attributes with payment and cost effectiveness:~~
 - ~~Establish contract for storage facility using a 3 bid proposal and~~
2. Work with Area Treasurer for rental contract and payments.
3. 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.
4. Create a work group or committee to assist with duties.
5. Storage area should be usable by several people at a time and allow for their ability to stand.
6. Acquire needed materials and equipment, (i.e.: shelves, files, software)
7. Work with Technology Coordinator for software and hardware needs.
8. Maintain photographs and other materials and understand the methods for protecting them.
9. Establish guidelines for maintaining and disposing of materials.
10. 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.
11. Use digital technology and maintain current established practices with Technology Coordinator regarding website and digital archives storage.
12. Collect “memory information” of longtime members as it applies to the Area history.
13. Research questions asked by members regarding Area events, meetings, etc.
14. Display historical documents, old and new CAL, first edition books at

AWSC, Assemblies, Conventions, District event by request, or any event in the Area.

15. Establish an Archives Committee near where the storage area is located.

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

17. Use all best practices to maintain items that cannot be digitized.

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

19. 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.

Discussed and Edited at AWSC February 6, 2016

Area Technology Coordinator Job Description

The Area Technology Coordinator ~~creates and~~ maintains the ~~NFA Area 9~~ website. This website is primarily a tool to support and facilitate the service structure of Al-Anon Family Group service work in the Area. The Website which also provides public, current information about Al-Anon and Alateen within the ~~North Florida Area. 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.~~ As technology changes the Area website can become a living archive of service and Area business.

REQUIREMENTS:

1. Has a reliable computer and Internet access.
2. Willing to provide some basic training to members.
3. Has a reasonable level of understanding of web information technology and basic knowledge of web design and applicable software
- ~~4. Has the ability to convert documents to PDF format~~
5. 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 Area Technology Coordinator:

1. Maintains communication with website host and troubleshoots issues in functionality.
2. Works with the Treasurer and the NFA AFG, Inc. Board of Directors to ensure Web and Email transition from Panel to Panel.
3. Ensures the domain name and hosting renewals are kept current.
4. Maintains the Administrator Login ID and password, domain name and hosting registration information.
5. Facilitates routine off-site storage of website files and documentation for data preservation
6. Provides useful and necessary information in ways that allow members to make informed decisions. ~~Maintains current information of interest to current and prospective members.~~

7. Coordinates and or delegates responses to all ~~website~~ technology inquiries. Manages web email by answering emails or forwarding them to appropriate Area Officers, Coordinators or District contacts, when appropriate
8. Ensures all items on website adhere to AFG-WSO and Area specific guidelines.
9. Works with Officers, Coordinators, Task Force Chairs and Event Chairs regarding Web content **and technology needs** with the help of appropriate trusted servants.
10. Ensures that all documents posted to the website are free of personally identifiable information, in keeping with our Eleventh Tradition.
11. 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.
12. Reviews and/or contributes to topics posted in WSO ~~ECommunities~~ **AFG Connects** for Area Web Coordinators.
13. Works with Area trusted servants on purchases of software and hardware to better facilitate their jobs.
14. Looks forward and evaluates new uses of technology, and presents information to the Area during Area meetings.
15. 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.

Discussed and Edited at AWSC February 6, 2016

Area Literature Coordinator Job Description

The Area Literature Coordinator requires organizational and communication skills. The primary function is to act as an information conduit between WSO and the Area regarding Conference Approved Literature. It requires that the Coordinator become intimately familiar with all Conference Approved Literature. Participates in Thought and Task Forces on behalf of the Area as a whole.

1. Disseminates information received from WSO and other Area Literature Coordinators to the Area. ~~GR's, AWSC, District LDC Chairs and/or District Literature Chair people, NFA Assembly, Legacy newsletter.~~
2. Is familiar with WSO Guidelines G-6, G-13 and G-31
3. Participates on WSO Literature Conference Calls twice annually.
4. ~~Develops and sets up displays at Assembly and AWSC about the CAL.~~
5. Creates displays of books, pamphlets, and other materials for District and Area events. Uses these at Assembly and AWSC.
6. Promotes Encourages interest in Conference Approved Literature within the Area and the Districts. Supports District LDCs.
7. Visits and coordinates with Districts upon request. The Coordinator may speak at workshops about some facets of CAL and LDC's.
8. Fields questions concerning literature from the Area or forwards questions to WSO for clarification.
9. Distributes CAL bookmarks and flyers at Area functions on behalf of WSO. Encourages use of CAL in fundraising, anniversaries and District events.
10. Informs WSO about Area literature/LDC activities
11. Requests and encourages NFA members to submit their sharing for new WSO CAL under development.
12. ~~Provides support to all Area Literature Distribution Centers.~~
11. 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 Area 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 The Area 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. Has a thorough understanding of Public Outreach as stated in the Service Manual and WSO Guidelines.
2. ~~Provides encouragement and information to stimulate~~ Encourages members to participate in the Public Outreach projects.
3. Supports District Representatives and Groups in their efforts to conduct Public Outreach services.
4. Communicates to Area Assembly and Districts all information received from the World Service Office (WSO) relative to national Public Outreach projects.
5. 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.

6. Conducts ~~specific~~ PO workshops at District and Area meetings (AWSC, Assemblies, etc.) **as requested**.
7. ~~Informs~~ **Works with** Districts on innovative ways to use Public Outreach materials in order to carry the message of recovery to the general public, professionals and institutions. **Each District may have different needs.**
8. Develops at least one Area Public Outreach Project annually and presents same with associated costs to the AWSC for approval.
9. Implements and manages Area Public Outreach initiatives recommended by the AWSC and approved by the Area Assembly
10. **Participates in conference calls with WSO and other US and Canadian Public Outreach Area Coordinators when scheduled. Also participates in *AFG Connects* online community.**
11. **Participates in Area Thought and Task Forces on various topics on behalf of the Area as a whole.**
12. **It is recommended to establish a Work Group or Committee to establish and create Public Outreach projects.**
13. **Facilitates the use of the Area SPOP Procedure when Districts have projects that are available to Non-Profits.**
14. **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 Area Alateen Coordinator are :

- To facilitate communication between Area and the Alateen Groups and Members, as well as between Area and WSO regarding Alateen
- To supervise/conduct AMIAS training sessions
- To facilitate communication among the North Florida Area Alateen Process Person (AAPP) and District Alateen Process Persons (APP) and Alateen Chairs and Al-Anon Member Involved in Alateen Service (AMIAS).
- To develop outreach programs to encourage Alateen membership and group growth.

1. The Area Alateen Coordinator must be a certified AMIAS in the AFG Area 9 prior to standing for the position.
2. Pass along information among the Area, WSO, and the Districts regarding Alateen and the Area Requirements.
3. Travel to the Districts in the 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.~~ Participates in Area Thought and Task Forces to facilitate transitions, changes and adjustments to the Area Requirements.
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 Area events. The Coordinator works with the appropriate chairperson of each event to schedule the training(s). It is recommended to have a Training at each event.
9. Supports and attends the Area Alateen Conference and Alateen

Round- Up.

Be knowledgeable, understand and utilize the approved North Florida Area Alateen Requirements which include Safety and Behavioral Requirements.

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

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.

Discussed and Edited at AWSC February 6, 2016

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 Area 9 – Florida North prior to standing for the position.
2. Be knowledgeable of our current Area 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 Area and conducts training sessions for Area AMIAS.

~~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.~~

5. Participates in Area Thought and Task Forces to facilitate transitions, changes and adjustments to the Area Requirements.
6. The AAPP and the Alateen Coordinator facilitate the District "Train the Trainer" sessions.
7. Training sessions may occur at 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 Area required training/orientation sessions including each annual training date.

Shares current training spread sheets with Alateen Coordinator prior to each AWSC and Assembly meeting.

~~e) 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).~~ Shares District Member and Group Charts via confidential email before each AWSC and Assembly.

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

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

f) 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 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. Turnover will be a lunch at the Assembly hotel, on the Sunday after elections, and is arranged by the Area Chairperson.

Turnover Guidelines are on the Website.

~~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~~ chooses the Chairperson according to their own guidelines. 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 an Area 9 certified ~~Alateen~~-AMIAS.
2. Attends and submits a report at Area meetings during the Event time period. ~~two (2) Area World Service Committee Meetings, and two Assembly meetings.~~
3. Provides final report to ~~Fall~~ Assembly following Event.
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 Area Treasurer. Works with the Area Treasurer regarding ~~for information and opens~~ a bank account information.
6. Selects event committee chairs (Co-Chair, Treasurer, Secretary, Security, Publicity and Printing, Registration, Hospitality, Entertainment, and Speakers/Advisor).
7. Works with Technology Coordinator for Arranges Area website access for registration forms and event information.
8. ~~Prepares historical information~~ Keeps a written record of activities for a.) future event volunteers and b.) archives.

9. Return any proceeds to the Area 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 members of ~~invited to~~ AWSC and Assembly. They have voice but no 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. Coordinates with DR an introductory meeting of all District members interested in participating. Chairs Convention Committee meetings ongoing through planning and after the convention.
2. Arranges to fill various Convention Committee Chairs.
 3. Along with District, decides on theme, location and date, using the Area Convention Guidelines.
 4. ~~Arranges and chairs meetings of the Convention Committees.~~
 5. Distributes copies of committee job descriptions and convention guidelines to all committee chairs.
 6. Selects Convention Committee chairs required to attend turnover of prior Convention Committee.
 7. Uses the current Area Convention Guidelines.
 8. Along with the hotel committee, determines the main meeting room(s) and break out meeting rooms-ease of access and size.
 9. Is familiar with the hotel rules/regulations.
 10. Facilitates the signing of the contract between the Area Chairperson 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, Spanish and the Hotel Facilities Planner). See Area Convention Guidelines for more details.
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). **10 and 11 are in Area Guidelines**~~
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). (This change is under consideration)**
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. **Speaker Chair does this**~~
- ~~20. Works with the hotel to arrange for needed sound system, podium, and platform. **Hotel liaison does this**~~
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. **Hotel Liaison does this**~~

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.

The Thought Force felt there is some overlap between other Committee Chairs. Since there is currently an Area Task Force on Convention Guidelines this Job Description will be given to that Task Force to look at more closely.

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 according to their guidelines. If there are multiple chairs or co-chairs only one is listed on the CMA. Event Chairs are a member 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.

The Thought Force felt that this Job Description focused too heavily on the Speaker Chair duties, and missed out on many other things the Co-Chair could do. There is currently a Task Force on Convention Guidelines and the Job Description for Convention Co-Chair will be assigned to that Task Force.

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~~ members of 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 an Area 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.~~ There are Guidelines on the Event and the Chairperson coordinates complying with these as well as Area Safety and Behavioral Guidelines and Requirements.

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. 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.

10. Works with the Area Treasurer if there is a need for additional funds.

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.

Discussed and Edited at AWSC February 6, 2016

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 **members of** ~~invited to~~ AWSC and **Assembly for the term of their service**. 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 Area Service Workshop Chair is a one year commitment. The general requirements are as follows:

The Chairperson will follow the Area Guidelines for this Event.

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 Area 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 **members of** ~~invited to~~ AWSC and Assembly **for their term of service**. 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, Area 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.

Discussed and Edited at AWSC February 6, 2016