

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 (AWSC and Assembly). 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. Send or post reports for the Area Website (in cooperation with the Technology Coordinator).
9. Have access to email and be willing to communicate by email and be able to send/access attachments – check email frequently.
10. Must be willing to access and use **AFG Connects** relevant to the position
11. Participate in conference calls with Area and WSO as necessary.
12. Participate in presentations at districts and Area

events as a representative of the Area.

13. Cannot be a member of Alcoholics Anonymous (Coordinators and Officers, DRs and AISLs)

14. As assigned by Area Chairperson, participate in Area

Thought/Task Forces. This may require working on assigned projects between Area meetings.

15. Should have a working knowledge of the Legacies (Steps, Traditions, Concepts and Warranties)

16. Incoming and outgoing Officers and Coordinators 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.

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

18. Work with Area Treasurer to provide an estimate of expenses within your area of responsibility for the next fiscal year.

19. Participate at TEAM Events and Service Workshops.

Public Outreach Coordinator Job Description

1. Has a thorough understanding of Public Outreach as stated in the Service Manual and WSO Guidelines.
2. 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 PO workshops at District and Area meetings (AWSC, Assemblies, etc.) as requested.
7. 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 Assembly.
10. Participates in conference calls with WSO and other US and Canadian Public Outreach Area Coordinators when scheduled.

11. Facilitates the use of the ARea SPOP Procedure when Districts have projects that are available to Non-Profits.

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