

OVERVIEW SUMMARY OF DISTRICT 12 SERVICE POSITIONS

This OVERVIEW SUMMARY was prepared to provide something akin to an annotated Table of Contents to DISTRICT 12 VENTURA COUNTY AL-ANON/ALATEEN FAMILY GROUPS GUIDELINES.

This Overview Summary is intended to help the reader more readily find Service areas of interest. It does not replace the Guidelines and the Guidelines should be reviewed for additional information regarding these Service Positions.

SERVICE POSITIONS:

District Representative (DR)

The DR is the leader of District 12 and the President of the District 12 501(c)(3) exempt corporation. The DR helps the Groups understand its relationship to SCWS and WSO and passes on WSO and SCWS information to the Groups. The DR is also responsible for all Al-Anon Members Involved in Alateen Service (AMIAS) adhering to the Area Alateen Safety and Behavioral Requirements (ASBR). Many other responsibilities and activities are enumerated in the Guidelines.

Secretary

The Secretary is a District 12 Officer as well as having the duties and responsibilities as a corporate officer in the State of California. The Secretary maintains records and minutes of all District meetings and acts a central communications hub, receiving and distributing District information via email.

Treasurer

The Treasurer is a District 12 Officer as well as having the duties and responsibilities as a corporate officer in the State of California. The Treasurer is responsible for all District 12 financial activities, including custodian of funds, maintaining financial books and record and the filing of tax returns and other required filings. District 12 may engage a CPA to assist in these matters.

Alternate District Representative (ADR)

The ADR is to become familiar with the guidelines for the ADR position and be willing to assist the DR as requested. Also, will design and organize the Gratitude Fair (annually). Collects, researches and presents District "Ask it Basket" questions. Welcomes all group GR's and assist them in registering with SCWS.

Alternate Treasurer and Secretary

The Alternate Treasurer and Secretary generally have the same responsibilities as their primary. Alternates are to become familiar with the guidelines for the respective Officer position and be willing to assist the primary Officer as requested.

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Alateen related service positions

As Alateen members are minors, the adults holding Alateen related service positions are subject to specific requirements and training from WSO and SCWS. These requirements are not subject to a generalized overview. It is suggested you read the Guidelines and discuss and requirements with the DR or DAL.

- Alateen Coordinator
- Alateen Member Coordinator (AMC)
- District Alateen Liaison (DAL)

Archive Coordinator

Preserves the experience, history and memorabilia of the Al-Anon experience in District 12. Could easily coordinate with Public Information, Scoop Editor, and Social Media by providing material and displaying in public events.

Cooperating with Professional Community (CPC)

Communicates with local professionals individually or through professional associates to raise the awareness and benefits of Al-Anon / Alateen programs. May distribute Al-Anon / Alateen materials to professionals and create mailing lists and or emails lists.

Group Records Coordinator

Cooperates with DR and SCWS Area Group Records Coordinator to maintain all relevant group records, list of meetings, Officers, GRs and Service Coordinators. May use an appropriate 'Contact Management Software' program.

Institutions Coordinator

The Institutions Coordinator works to raise the awareness and understanding of Al-Anon by visiting institutions, developing relationships, distributing information and conducting meetings and panels.

Literature Distribution Center (LDC) Chair

This position is responsible for operation of the Literature Distribution Center. It is a 2 year term and is recommended to have served on the LDC Committee prior to stepping up to the Chair position.

Public Information Coordinator

The Public Information Coordinator assists in bringing Al-Anon / Alateen information to the general public including current meeting times and location.

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Round Robin Coordinator

A Round Robin meeting is a special announced meeting inviting all District members. The coordinator assists the local meeting in hosting, publicizes and coordinating the event.

Scoop Editor Coordinator

Has traditionally involved electronic and print distribution of a monthly newsletter. Can be thought of, or renamed, as 'District Communication Coordinator' or some other title. This could become a once or twice a month short, concise "elevator pitch" email to the GRs of the past month General Board meeting, Service Coordinator and Officer Committee (SCOC) meeting and/or events planned or conducted by District 12. Should contain content the GRs can present to their meetings in a 1-3 minute report.

Social Media Coordinator

This is a new Al-Anon service position which continues to evolve. The thrust of the position is to share social media posts from WSO and other Al-Anon service arms for public outreach. Would be creating and posting content consistent with Al-Anon principles.

Spanish Liaison

This position interfaces between District 12 and Spanish speaking meeting and members. It communicates District 12 activities to the Spanish speaking meetings and members and encourages the reciprocal communication back to District 12. It should work to actively include Spanish speaking meeting representation in District 12 events.

Website Coordinator

This position is responsible for reviewing content and maintaining District 12's website. If the Website Coordinator is not technical in website maintenance District 12 may utilize or employ a Website Technician.