KY AREA ALATEEN COORDINATORS JOB DESCRIPTION

PURPOSE: According to the World Service Office (WSO) Guideline (G-24) The Area Alateen Coordinator (AAC) is the vital link of communication between the WSO and the Area on matters relating to Alateen. The Coordinator is a resource for Alateen at all levels of service.

TERM: The AAC is appointed by the Area Chairperson and serves a three (3) year term.

QUALIFICATIONS: The AAC must be AMIAS certified. The AAC should be an active group sponsor or have been active in Alateen service. (This requirement allows for the Coordinator to better understand Alateen groups and group sponsorship.) The AAC should have attended at least one KOMIAC (Kentucky Ohio Michigan Indiana Alateen Conference) prior to being appointed to the position.

AREA RESPONSIBILITIES: In addition to the WSO Guideline, responsibilities of the AAC are as follows:

- Attends and has a vote in all Area World Service Committee Meetings (AWSC) four (4) times a year: January, March, June, and October.
- Attends all Area assemblies three (3) times a year: March, June, and October.
- Provides drinks (water and or soft drinks) at Area Assembly as a fundraiser for Kentucky Area Alateen Treasury.
- Provides a report at each Area Assembly, detailing Alateen activity in Kentucky Area, KOMIAC activities and a financial report for the Kentucky Area Alateen Treasury.
- Provides printed copies of Alateen Coordinators Report and any Area Alateen fliers for upcoming events.
- Promotes and provides fliers for Alateen Awarenes Month in Kentucky Area each October (Per AWSC and Area Assembly vote).
- Administer & maintain AMIAS Training Program.
- Update AMIAS Trainings and Workshop Presentations as needed.
- Conducts Area AMIAS Trainings as needed or requested by districts. (**The AAC does trainings for districts that do not have a District Alateen Chairperson or District Alateen Trainer. The Coordinator may travel to District trainings or set up trainings at Area Assemblies.**)
- Approve and train all Area AMIAS Trainers. (**Recommended qualification for Trainers is being an active AMIAS and Alateen Group Sponsor for a minimum of 2 years.**) Once a Trainer has been qualified by the current AAC, they may continue in service as a Trainer, provided they maintain active AMIAS status, and stay up to date with changes in the Kentucky Area Alateen Requirements.
- Work with District Alateen Chairperson to provide AMIAS trainings as needed.
- Provide AMIAS training fliers to Area Website Coordinator, the local AIS office, and District Representative (DR) for any upcoming AMIAS trainings.

- Communicate regularly with all AMIAS and District Alateen Chairpersons, providing updates and communications from WSO.
- Facilitates any AMIAS meetings, Alateen meetings or Alateen related workshops at Area Assemblies.
- Works with District Alateen Chairpersons, DRs, and Alateen groups to resolve group issues.
- Works with the Area Alateen Process Person (AAPP) to keep training paperwork and recertification information up to date.
- Works with AAPP to help keep group records up to date.
- Works with the Alateen State Representative and their Alternate to be sure they attend Area Assemblies and provide a report on Alateen activities and KOMIAC.
- Maintains the Kentucky Area Alateen Treasury Account per page 8 in Kentucky Area Alateen Requirements.
- Does two (2) fundraisers each year and provides an item for raffle. (**Raffle item is paid for by Kentucky Area Alateen Treasury**). These fundraisers will be at the Kentucky Area Al-Anon Convention and the Kentucky state AA convention. Proceeds from each convention are to be deposited in the Kentucky Area Alateen Treasury and utilized per the Treasury guideline in the Kentucky Area Alateen Requirements.
- Provides $125.00 in seed money to Area Alateen groups that host mini-conventions. (Kentucky Area Alateen Treasury Requirements, Page 8 of Kentucky Area Alateen Requirements).
- Attends all Area Alateen mini-conventions.
- Visits each Alateen meeting in Kentucky Area at least once during their term as Coordinator.

KENTUCKY OHIO MICHIGAN INDIANA ALATEEN CCONFERENCE (KOMIAC) RESPONSIBILITIES:

- The Kentucky AAC sits on the Board of Directors of KOMIAC for their 3-year term. They are responsible for staying in contact with the Area Coordinators from the participating states and keeping the current Alateen representative connected to the current KOMIAC Board activities.
- Reserves a bus for transportation to and from KOMIAC, when not being hosted in Kentucky. (**Paid from Kentucky Area Alateen Treasury**)
- Provides assistance, to Area Alateen groups that choose not to ride bus, with covering transportation costs to KOMIAC. (**Paid from Kentucky Area Alateen Treasury**)
- Secures a central location for groups to meet at and board bus for KOMIAC. (Location must have a secure parking area for adults to leave cars over the weekend.)
- Reserve lodging and meal expenses for bus driver for weekend. (**Drivers generally stay at a hotel over weekend instead of returning home**)
- Distributes KOMIAC Registration packets to group sponsors via email.
- Works with groups to help fundraise for KOMIAC registrations and expenses.
- Works to secure donations and scholarships for KOMIAC registrations when necessary.
- Chairs the State meeting for Kentucky at KOMIAC. The new Alateen State representative and their Alternate are elected by the Alateens during this annual meeting. The KOMIAC Chair, Co-

chair, Treasurer and Secretary are elected in INDIANA prior to Kentucky hosting KOMIAC. The Chair shall serve as State Representative during that year and their Co-chair shall serve as Alternate. The groups also will plan and schedule two (2) Alateen mini-conventions during this meeting (one in the spring and one in the fall).

- Works with the AAPP to be sure all group sponsors are up to date on their AMIAS certifications prior to the May before KOMIAC. The AAC must be sure that all participating AMIAS and group sponsors are up to date prior to KOMIAC. The AAPP will provide a list of current group sponsors and their WSO ID numbers prior to KOMIAC.