

APPENDIX B

DUTIES OF THE KENTUCKY AREA ALATEEN COORDINATOR

KENTUCKY AREA POSITION GUIDELINE

PURPOSE: According to the Area Alateen Coordinators Guideline (G-24) found on al-anon.org 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 (Al-Anon Member Involved in Alateen Service) certified (or able to become AMIAS). The AAC should be an active or past group sponsor. (This requirement allows for the Coordinator to better understand Alateen groups and group sponsorship.) It is preferred that the AAC has attended at least one KOMIAC (Kentucky Ohio Michigan Indiana Alateen Conference) prior to being appointed. The AAC is expected to become knowledgeable with the Kentucky Area Alateen Safety and Behavioral Requirements (ASBR).

AREA RESPONSIBILITIES: In addition to the WSO Guideline (G-24), responsibilities of the AAC are as follows:

- Attends and votes 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.
- Coordinates any Alateen fundraiser at Area Assembly for Kentucky Area Alateen Treasury.
- Provides a report at each Area Assembly detailing Alateen activities, KOMIAC activities and financial reports for the Kentucky Area Alateen Treasury and KOMIAC.
- Promotes Alateen activities throughout the Area (i.e. Alateen Awareness Month held each October in the KY Area).
- Updates, administers and maintains the AMIAS Training Program and Workshop materials. (AMIAS related training and workshop materials can be found on AFG Connects)
- Works with the AAPP (Area Alateen Process Person) to keep training, group records and recertification information up to date.
- Conducts and collaborates with the AAPP to provide Area AMIAS Trainings on a scheduled basis and as needed. The Coordinator (or their trained designee) may travel to conduct training, train at Area Assemblies or offer training via a virtual platform.
- Approves and trains an Area AMIAS designated Trainer if needed. 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.
- Provides AMIAS training fliers to the Area Website Coordinator for posting, the local AIS offices, and the AWSC.
- Coordinates with the Area Chair and facilitates any related Alateen activities at Area Assemblies.
- Works with District Alateen Chairpersons, DRs, and Alateen groups to resolve group issues.
- Encourages the Alateen State Representative and their Alternate to attend Area

- Assemblies and provide a report on Alateen activities and KOMIAC.
- Maintains the Kentucky Area Alateen Treasury Account following the Kentucky Alateen Treasury Requirements.
- The AAC accepts individual contributions to the KY Area Alateen Treasury with these guidelines:*
- An Al-Anon member may contribute annually any amount up to one percent of the Actual Total Income of the Area's previous fiscal year as it appears in the current Ky Area Budget Document.
- No individual contribution is acknowledged publicly.
- No individual contribution can be earmarked for any specific purpose or program.
- If an individual contribution does not adhere to these guidelines the check will be returned by the KY AAC.

*Following Area motion on large donations (October 2025)

- Organizes at least two (2) fundraisers each year and provides an item for raffle (Raffle item is paid for by Kentucky Area Alateen Treasury). These fundraisers are usually held at the Kentucky Area Al-Anon Convention and the Kentucky state AA convention with Al-Anon participation. Proceeds from fundraisers are to be deposited in the Kentucky Area Alateen Treasury and utilized per the Kentucky Area Alateen Treasury Requirements in the ASBR.
- Attends all Area Alateen conventions and events as possible.
- Visits each Alateen meeting in Kentucky Area at least once during their term as Coordinator.
- Serves as the President/Chairperson of the Board of Directors of Kentucky Alateen Convention KOMIAC (KACK) and adheres to KACK By-Laws.

KENTUCKY, OHIO, MICHIGAN, INDIANA ALATEEN CONFERENCE (KOMIAC) RESPONSIBILITIES:

- The Kentucky AAC also sits on the Board of Directors of KOMIAC for their 3-year term. They are responsible for staying in contact with the Coordinators from the KOMIAC Areas. Additionally, the AAC keeps the current Alateen State Representative abreast of KOMIAC Board activities.
- Arranges ground transportation to and from KOMIAC for Area Alateens and their sponsors as needed. (Paid from the Kentucky Area Alateen Treasury)
- Designates a central location for groups to meet when traveling to KOMIAC. (Neither the AAC, KY Area or KACK assume responsibility for vehicles left at the central meeting spot.)
- If needed, arranges and pays for lodging and meal expenses for professional transportation driver (or optional AMIAS driver) for the weekend which is paid from the Kentucky Alateen Treasury. Note: Drivers generally stay at a hotel over the weekend instead of returning home.
- Distributes KOMIAC Registration packets electronically to Alateen Group Sponsors.
- Works with Alateen groups to help fundraise for KOMIAC registrations and expenses.
- When necessary, works to secure donations from individual members and Al-Anon groups to provide scholarships for KOMIAC registrations.
- Chairs the State meeting for Kentucky at KOMIAC addressing the following:
 - The Alateen State representative and their Alternate are elected by the Alateens during this annual meeting.

- The year prior to KY hosting KOMIAC, the elected State representative and their alternate also serve as the KOMIAC Chair and Co-Chair. (Based on the current rotation, this election would occur at the Indiana KOMIAC.) The KOMIAC Secretary and Treasurer are also elected.
- Two (2) Alateen mini conventions are scheduled, preferably one in the spring and one in the fall, (mini conventions are a gathering of Alateen Groups from the Kentucky Area meeting for a day or ½ day sharing experience, strength, and hope).
- Collaborate with the KY AAPP to verify the status of registered Alateen groups in the Kentucky Area as well as verify the current AMIAS in the Kentucky Area prior to KOMIAC.
- Ensure other Areas' AMIAS participating in KOMIAC (when hosted by Kentucky) are certified by their Areas' ASBR.
- Collaborates with the AAPP to verify the status of registered Alateen groups in the Kentucky Area as well as verify the current AMIAS in the Kentucky Area prior to KOMIAC.
- Addresses complaints following the Alateen Complaint/Non-Compliance Procedures in the ASBR.

For approval at October 2026 AWSC and Assembly