**Spring “Job Fair” in Belgrade**

**Job Descriptions**

**Hello, Area 32,**

**Below is a listing of the job descriptions for our Area Coordinators and Officers. Take a look at the duties and descriptions and see what service position fits you best. You will have a chance to talk to the current people holding these positions at the Job Fair!**

**Voting for 2019-2021 Panel 59 will take place at the 2018 Fall Assembly in Kalispell (Paradise)!**

**See you in April,**

**Carol S and Pennie K**

**AREA COORDINATORS**

Qualifications: An active Al-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. The Editor votes at Area World Service Committee (AWSC) meetings but not at the assemblies unless also a GR.

**Area Alateen Coordinator and Area Process Person**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon Alateen Service Manual Register Alateen Groups

In more populated areas, the Area Alateen Coordinator and Area Alateen Process Person are separate positions. In Montana and other less populated Areas, the two are combined.

Motions pertaining to the Area Alateen Coordinator/Area Alateen Process Person:

(C144) - Mt Area 32 Alateen Safety & Behavioral Requirements Motion: That the Area 32 Alateen Safety and Behavioral Requirements as presented by the 2004-2006 AWSC be accepted, put in to place and abided by as of December 31, 2004 with the committee of Area Delegate, Group Records Coordinator and Alateen Coordinator to all be part of the process of certification and re- certification of the Alateen Groups for Montana Area 32.

(C197) - Alateen Chat Room – The Area registered for an Alateen Chat Room.

(C198) - Montana Alateen Safety & Behavioral Requirements – update and revise Montana Area 32 Al- Anon/Alateen Family Group Safety & Behavioral Requirements.

Additional Duties of the Alateen Coordinator:

Al-Anon Members In Alateen Service (AMIAS).As Alateen Coordinator you will educate members about Alateen and the guidelines for being an AMIAS (Al-Anon Member in Alateen Service). You might provide additional training periodically to keep AMIAS fresh and informed. When a member wants to become an AMIAS, you will help them with the paperwork once their eligibility is established. Educating district members and encouraging the growth and health of Alateen is a constant goal.

The Alateen Coordinator/Area Process Person runs a background check on members applying for certification. Once a person has cleared the background check the Alateen Coordinator/Process Person enters all the information about the applicant into the Al-Anon database.

Once a year, all existing AMIAS must indicate that they still meet the requirements for certification and that they want to continue being certified.  The database has to be updated yearly. The Alateen Coordinator/Area Process Person also gives out the Alateen group registration forms and enter new groups into the WSO database.

Registration Process

* All new Alateen group registration and AMIAS forms will go to the district District Representative.
* The District Representative will send all applicable forms to the Area 32 Group Records Coordinator.
* The Area 32 Group Records Coordinator will sign all applicable forms and registrations and send forms to the Area 32 Alateen Coordinator.
* Area 32 Alateen Coordinator will compile all applicable forms. If any forms are not completed as required by the Montana Area 32 Al- Anon/Alateen Safety and Behavioral Requirements, the Alateen Coordinator will return said forms to the appropriate District Representative.
* Those Forms in compliance with the Montana Area 32 Al-Anon/Alateen Safety and Behavioral Requirements will be forwarded to the Associate Director of Member Service/Alateen of the World Service Office.
* The Area 32 Alateen Coordinator, Area 32 Group Records Coordinator, and the Area 32 Delegate are the members that are considered the Area 32 Alateen Committee. The Area 32 Alateen Coordinator will be the contact for World Service Office.
* In the event of any appeals regarding the process, the Area 32 Alateen committee will be responsible to listen to problems, as they may arise.

Suggested Added Statement to Alateen Opening: Our Alateen Sponsors are responsible members of Al-Anon who share their experience, strength and hope. They provide direction in the Alateen meeting to help keep the focus on the Al-Anon program of recovery. To the best of their ability they maintain an atmosphere of safety from emotional or physical harm. Alateen Sponsors offer guidance without dominance, and encourage us to take responsibility for our own actions.

Alateen Information, permission and medical forms can be found in the downloadable safety guidelines (G-34). https://al-anon.org/members/pdf/guidelines/G34.pdf

**Archives Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon/Alateen Service Manual/Al-Anon Guidelines

* Reports at Area Assembly – progress and needs
* Provides updates for Area 32 Guidelines.
* Archives Coordinator attends workshops by invitation and explains the importance of keeping and preserving our Area Archives
* Assists the Archivist in locating and collecting missing archival material.

Motions pertaining to the Archives Coordinator

(C24) - The State Archivist is to bring a small display to our Area Assembly to allow members exposure to these files.

When donations are made to the Archives, they must be organized. This entails sorting through, throwing some things out, and organizing to fit in with the rest of the Archives. Add items to the Archives that are received, including: News & Views, district newsletters, WSO newsletters (Inside Al-Anon, Alateen Talks, etc.), Area Meeting Minutes and financial statements, meeting schedules, convention flyers, correspondence, etc.

(C173) - To further define MT Area 32 Archives Collection. Archives will preserve one original document of a kind pertaining to Montana Area 32 history. Duplicates will not be retained in Montana Area 32 Archives.

Example:

A. This would apply to items listed in motion (C-24) & books from World Service & Forum Magazines.

B. Items such as World Service order forms, posters & media distribution lists will not be retained in Montana Area 32 Archives.

C. Until such time as we have foreign language groups, no foreign language materials will be retained in Montana Area 32 Archives.

(C179) – That the Archives be split into 2 separate positions. (1) Non-rotating and paid to Assembly only be invitation until resignation. (2) Rotation every 3 years and paid to Assembly.

(C201) - Duties of Area Archivist & Area Archives Coordinator – motion to add proposed “duties and area of responsibility for Area Archivist and Area Archives Coordinator” to our Montana Guidelines.

Additional duties of the Archives Coordinator:

1. An interest in the history of Al-Anon in Montana and a desire to learn how this history can be used to enlighten our membership.

2. Access to a computer with internet connectivity and the ability to use e-mail and applicable software.

3. Sufficient time available to fulfill the responsibilities of the position.

4. Written and oral communication skills.

5. Attend workshops by invitation and explain the importance of keeping and preserving our Area Archives.

6. Objectives of the Archives Coordinator (and committee) shall be the collection of items that document and/or describe the history and activities of Al-Anon in Montana.

7. Promote interest in Area Archives.

8. Encourage Districts to have an archive position and to collect historical information and items. Examples would be flyers/programs of local events, group histories and individual histories.

9. Coordinator will prepare a written/oral report of archival activities for the Area Assembly.

10. Coordinator will communicate with the Archivist and pass all applicable materials to the Archivist for preservation.

11. When rotating out of office, help the incoming coordinator by sharing experience, records, information and other suggestions.

**Area Archivist**

*Updated 2018*

* Non-rotating position – no time limit of how long Archivist serves – elected position when current Archivist steps down and/or when Assembly sees need to elect a new Archivist.
* Maintains and preserves the Area Archives.
* Digitize the Archives
* Prepares and displays the Archives at service functions (Area Assemblies, Roundups and workshops by invitation).
* Write articles for the Area Newsletter.

Motions pertaining to the Area Archivist

(C200) - reimbursement for archivist – I make a motion that Area reimburse any expenses incurred by our Area Archivist for her Al-Anon Archivist Workshop at the A.A. National Archives Workshop in Helena, MT. September 22-25, 2011.

Additional duties of the Area Archivist

1. An interest in the history of Al-Anon in Montana and a desire to learn how this history can be used to enlighten our membership.

2. Knowledge of or the willingness to learn about archival storage techniques, including electronic storage.

3. Access to a computer with internet connectivity and the ability to use e-mail and applicable software.

4. Organizational skills for keeping good records.

5. Sufficient time available to fulfill the responsibilities of the position.

6. Written and oral communication skills.

7. Collect, arrange and make available to authorized persons all obtainable archival materials related to Al-Anon history.

8. Promote, protect and preserve the collection of the Montana Al-Anon Archives.

9. Keep the archival repository organized and accessible.

10. Permit the materials to be inspected, examined or copied (except where copyrights apply) under supervision of any authorized person.

11. Report to Archives Coordinator (and committee) the condition of current records.

12. Provide displays at various Area events when asked.

13. Write articles for newsletter.

14. Archivist will communicate needs to the Archives Coordinator.

15. Archivist will honor the anonymity of Al-Anon members as to our Traditions.

**Group Records Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties – Al-Anon Alateen Service Manual/Al-Anon Guidelines

1. Act as liaison for group records information between
2. Groups, Area Officers and Coordinators, and WSO Group Records
3. Maintain current information on registered groups by updating group information
4. Notify Area Delegate, Area Alternate Delegate, Area Chairperson, Area Treasurer, News & Views Coordinator, Area Internet/Web Coordinator and the affected District Representative/District Group Records Coordinator about new groups and changes in-group information.

Motions pertaining to the Group Records Coordinator

(C144) - Mt Area 32 Alateen Safety & Behavioral Requirements Motion: That the Area 32 Alateen Safety and Behavioral Requirements as presented by the 2004-2006 AWSC be accepted, put in to place and abided by as of December 31, 2004 with the committee of Area Delegate, Group Records Coordinator and Alateen Coordinator to all be part of the process of certification and re-certification of the Alateen Groups for Montana Area 32.

**Literature Distribution Center (LDC) Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon Alateen Service Manual / Al-Anon Guidelines

Literature Distribution Coordinator duties:

1. Serve as a resource on Conference Approved Literature to Al-Anon Montana AFG groups.
2. Manage and store Conference Approved Literature inventory for Area Assembly. (Sell to local groups to avoid postage)
3. Sell CAL to Area Assembly participants.
4. Order Literature for inventory.
5. Participating in conference calls with Area 32 coordinators.
6. Report at each Area Assembly about Conference Approved Literature.
7. As the LDC be responsible to my own recovery working steps and traditions.
8. If feasible sell books at Al-Anon's functions.
9. Communicate with Groups, Area, and World Service Office regarding CAL orders.
10. Help train the next Literature Distribution Coordinator.  Conduct writing or other literature based trainings according to demand and time.

Motions pertaining to the LDC

(C26) - Concerns over how to disperse our stockpile of literature that is not moving should be at the discretion of the Literature Coordinator.

(C149) - Area 32 shall apply for an LDC designation from WSO.

(C155) – Matter under consideration – LDC phase out as a clearinghouse. Propose Area LDC be phased out as a clearinghouse.

(C165) - That Area 32 continue the position of Area Literature Coordinator; thus continuing the sale of Conference Approved Literature (CAL) at the Area Assembly.

(C192) - Financial Review – A yearly financial review of all banking accounts be performed by a committee that consists of Area Treasurer, an AWSC member and 2 GR’s.

**The Forum Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon Alateen Service Manual / Al-Anon Guidelines

Other duties of The Forum Coordinator

* Maintain email contact with WSO Forum Connects
* Submit report to fall & spring MT AFG Assembly
* Submit articles to MT News &Views as necessary
* Might consider combining with public outreach

**Montana Area News & Views Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon/Alateen Service Manual/Al-Anon Guidelines

Motions pertaining to the News and Views Coordinator

(C78) - Motion that the News & Views mailing list as well as the official delegates mailing list be made available only to the area delegate and the News & Views Coordinator.

(C174) - The Area 32 News & Views will be posted to the Area 32 website after contents of the printed version have been amended to preserve the anonymity of all AA, Alateen and Al-Anon members, beginning with the February 2007 issue.

(C180) – The News & Views Thought/Task Force moves that Area 32 adopts an electronic format for the News and Views w/subscription costs paid by the Area Treasury, effective immediately.

Other duties of the News and Views Coordinator:

1.  To produce and email the electronic News & Views a minimum of four times a year.

2.   To keep good records for the News & Views, i.e. observing number of sign ups, clicks, openings and unsubscribes in order to evaluate what is working and how effective the News & Views is.

3. Reach out to AWSC members, coordinators, and district representatives in advance for the purpose of collecting information to be in the News & Views.

4.   Submit an oral and written report of subscriptions and newsletter status of the News & Views at Assemblies.

5.   Review other newsletters to get new ideas.

6.   Obtain flyers of events and forward to web master. Provide links to newsletters to the web master.

7. Encourage members to subscribe to the News & Views and also to provide content.

8.  News & Views Editor will assist with the new incoming editor  in learning the electronic  process.

**Public Outreach Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Duties - Al-Anon/Alateen Service Manual / Al-Anon Guidelines

Public Outreach Coordinator duties:

1. As a coordinator for Public Outreach one needs to forward the messages from WSO to ALL the district representatives.
2. Write up a article for the News and Views.
3. Request from the DR’s any information they have to share.
4. Give a report at Assemblies of ALL Public Outreach projects that had failures or successes.
5. Generate ideas for a Group or Area Projects but remember to ask if you can post things in public Areas.
6. Public Outreach is reaching out to everyone and anyone, media, and Professionals!
7. Help plan events to make it fun and informative.
8. Help put out Ideas for General Public.

Motions pertaining to Public Outreach

(BN74) - The Area has established an Area Public Information Library, where groups or individuals can for a 50% deposit, check out TV and radio spots, slides, filmstrips and tapes for use in Public Information.

(BN75) - There is to be a rental fee in accordance with and in addition to the 50% deposit for the PI Library to cover postage and handling.

**Website Coordinator**

*Updated 2018*

Term length: 3 years (beginning January 1, after election)

Experience: It is suggested that the prospective Al-Anon/Alateen member have at least 2 years of active membership in the Al-Anon/Alateen program. Dual membership (Al-Anon and AA) does not qualify.

Motions pertaining to the Website Coordinator

(C62) - Form a committee to set up and maintain a Montana home page. This committee would report directly to the Area World Service Committee.

(C153) – To drop the current 36 Network Web domain and change to the WSO web domain.

(C174) - The Area 32 News & Views will be posted to the Area 32 website after contents of the printed version have been amended to preserve the anonymity of all AA, Alateen and Al-Anon members, beginning with the February 2007 issue.

(C209) - Webmaster position - A trial three year non rotating webmaster position, to be reimbursed once in three years to attend Assembly.

(C213) I move that we close the Webmaster position which was created by Motion C209. Motion submitted by Bev O. Seconded by Carol   S.

Duties of the Website Coordinator

* Guideline for Al-Anon Web Sites (G-40) Basic knowledge and understanding of the internet and search procedures.
* Experience and a clear understanding of the use of word-processing software
* Basic knowledge of website setup or a good comfort level with learning new programs and processes
* Ability to reach out for help or guidance when needed
* Experience and a clear understanding of managing email and email attachments
* Maintain contact with Group Records and Alateen Coordinator in order to ensure that the website shows the most current information about AFG groups in Montana
* Update website information regularly: check website email weekly and update when requests are made.
* Attend AWSC meetings/Assemblies twice a year and give a report.

**AREA OFFICERS**

**Area Delegate**

Term Length: 3 years (Beginning January 1 after election)

Qualifications: An outgoing or past District Representative

Duties:Refer to the Al-Anon Alateen Service Manual.

Additional Duties: Updated duties coming soon!

Motions pertaining to the Area Delegate

(C78) - Motion that the News & Views mailing list as well as the official delegates mailing list be made available onlyto the area delegate and the News & Views Coordinator.

(C102) - It is at the discretion of the current Area Delegate to set the spring assembly date.

(C125) - Delegate will be reimbursed for expenses, upon presentation of receipts to treasurer.

(C130) - Area 32 will pay delegates full expenses of the WSC Meeting in the spirit of being self-supporting

(C144) - Mt Area 32 Alateen Safety & Behavioral Requirements Motion: That the Area 32 Alateen Safety and Behavioral Requirements as presented by the 2004-2006 AWSC be accepted, put in to place and abided by as of December 31, 2004 with the committee of Area Delegate, Group Records Coordinator and Alateen Coordinator to all be part of the process of certification and re-certification of the Alateen Groups for Montana Area 32.

All Past Delegates are to be life members of the Area World Service Committee (AWSC) with voice and vote.

**Alternate Area Delegate**

*Updated 2018*

Term Length: 3 years (Beginning January 1 after election)

Qualifications: An outgoing or past District Representative

Duties:Refer to the Al-Anon Alateen Service Manual.

Motions pertaining to the Alternate Delegate

(BN16) – The Alternate Delegate would chair the Assemblies in the absence of the Chairperson.

(C157) – Will send Alternate Delegate to NW Regional Delegates Meeting. Pay expenses for Alternate Delegate to attend one Northwest Regional Delegates Meeting during their term.

Additional Duties of the Alternate Delegate: Facilitates the Guidelines Review Committee. Consists of 2-3 members who are actively involved at the Area level. Specifically, the Alternate Delegate and a past delegate(s) keeps the guidelines updated with new motions and upgrades and to clarify as needed. The Guidelines committee typically has a phone conference 1-2 before each Assembly. Updated electronic copies of the guidelines are sent out to all officers and coordinators at each Assembly.

* Hard copies can be made at the group's or individual's own expense (spiral bounds are typically about $10). Creates a spiral bound copy for the head table at each Assembly then creates a second hard copy that is displayed in a binder for the back table.
* Facilitates the "GR School" which gives new Group Representatives a chance to share re information with each other and to discus the challenges and successes of their AFG.
* Print out and create a GR exchange folder to present to the GRs.

**Area Chairperson**

*Updated 2018*

Term length: 3 years (Beginning January 1, after election)

Qualifications: An outgoing or past District Representative

Duties - Refer to Al-Anon/Alateen Service Manual.

The Chairperson works with the District Representatives (DRs), Coordinators, and Area Officers to develop the agendas for the AWSC and Assembly meetings that meet in the spring and fall. The Chairperson, with the Secretary, also schedules one or two conference calls between each the meetings in the spring and fall.  Minutes are taken for the conference call by the Secretary.

The Chairperson from the previous term will share the previous three years agenda and any other applicable information with the incoming chairperson and act as a resource. The Montana Vision and Mission statement are included in the agenda.

Elections: See the election information for the third year from the Al-Anon Alateen Service Manual.

Election Assembly Procedure:  If and when the Area Assembly agrees on alterations in the procedures recommended, it is vital that all groups in the Area be informed of the changes and why they were necessary.

At the Assembly - Preparation: The Chairman (see “Duties of Assembly Members” section):

1. Calls the meeting to order. (If this is the Area’s first Assembly, the temporary Chairman conducts the meeting, but only until a three-year Chairman is elected.)
2. Asks for a moment of silence followed by the Serenity Prayer.
3. Reviews the procedure in this “World Service Handbook” or any other preferred method for the election of the District Representative, the Delegate and an Alternate. It is important that everyone also understands the method agreed upon for the election of Area officers.
4. Asks for a vote of acceptance of the proposed method of election. Years of experience have shown the method described in this “World Service Handbook” to be fair and trouble-free. If another method is considered, it should be clearly understood and agreed upon by a two-thirds vote of the Assembly. In keeping with the principle of one vote per group, the Chairperson may only vote if they are also acting as a group representative.

The Area Officers, including the Chairperson, are on the board of Montana AFG, INC that meets twice a year.

**Area Secretary**

*Updated 2018*

Term Length: 3 years (Beginning January 1, after elections)

Qualifications: An outgoing or past District Representative

Duties: Refer to Al-Anon/Alateen Service Manual

Motions pertaining to the Secretary:

(C40) Secretary is to have a committee under her to keep an updated motions book, made available at Assemblies at cost.

(C98) Provide the ‘yellow’ copy of motions to the Area Guidelines Chairperson for input to the motions section of the Area Guidelines.

(C140) Area Minutes - I move that minutes be sent via email to officers, coordinators and DRs by the Secretary. If no email, send hard copy by mail.

Additional duties of the Secretary

* Setup and maintain email address.
* Setup and maintain group email including officers, coordinators, DRs, past delegates
* Setup conference calling service
* Keep all original motions with the Assembly minutes.
* Keep an updated motions book filed in different ways.
* Update all the appropriate electronic documents such as motions, assembly attendance, voting members present, and print out and file in the appropriate binder.
	+ Record the AWSC meeting, Assemblies and the AWSC Conference calls for purpose of doing minutes.
	+ Prepare minutes for the AWSC meeting, Area Assembly and the AWSC Conference Call.
	+ As part of the minutes add at the end:
* Upcoming Events info such as Roundups
* Upcoming Assembly Info with specifics dates, location, room block info.
* Also update this information on the Area Directory.
* Update the Area Directory and email out with minutes for review.
* Email minutes (AWSC/Assembly/Conference Call) for review to all officers, coordinators and DRs in a timely fashion after the assembly/call and then send again 1- 2 weeks before assembly.
* Email to web coordinator to post on Montana AFG Inc. Confirm that no last names, email addresses or other personal information is included.
* Print some copies of minutes for AWSC/Assembly and Conference Call and bring to AWSC and Assembly.
* Bring the secretary’s tote to AWSC and Assembly meetings.
* Conference Calls:
	+ Coordinate with the Chairperson date and time of the AWSC conference call that is currently held between assemblies. Email out information on how to access the conference call and time.
	+ The Guidelines chairperson receives the yellow copy of the motions from the Secretary to record and update the Guidelines.  After recording the motions, the Guidelines Committee will pass on the yellow copy to the Archivist.

**Area Treasurer**

Term length: 3 years (beginning January 1, after election)

Qualifications: An outgoing or past District Representative

Refer to the Al-Anon/Alateen Service Manual.

Additional duties of the Treasurer: Treasurer updates coming soon!

Motions pertaining to the Treasurer

(BN34) - Coordinators are to submit itemized bills of expenses to the State Treasurer for reimbursement.

(C10) - If the Past Delegates need expenses covered, they could submit their expenses to the Treasurer at the meeting to be covered from the Travelers Fund.

(C35) - The Travelers Fund will no longer have a special earmarked account. It will be a regular budget item.

(C37-38) - Treasurer will develop a tracking method or means to organize the financial books, keeping track of specific expenditures and deposits on a yearly basis.

(C54) - Area has set aside, within the General Account, a $3,000 prudent reserve. When we dip into these funds, the Assembly should be notified, and it will be considered a “Red Flag” to reduce our spending and/or increase donations.

(C67) - Treasurer will provide each groups contribution on Treasurer Report.

(C104) - Area financial reporting is as follows: Jan. 1 to Spring Assembly, Spring Assembly to Fall Assembly, Fall Assembly to Dec. 31.

(C130) - Area 32 will pay delegates full expenses of the WSC Meeting in the spirit of being self-supporting

(C151) - Fundraising done at the Area Level and for Assembly, be for the sole purpose of Area Funding.

(C159) - A Bottom Line Budget.

(C166) - That the checks used to conduct the financial business of Al-Anon Area 32 require only a single signature of the treasurer or other account signatory on file at the financial institution.

(C171) - Amending C78 to include the treasurer in Motion C78 to be able to get labels for appeal letter to groups only.

(C188) - That we accept the 2010-2012 budget as amended by Pennie.

(C192) - Financial Review – A yearly financial review of all banking accounts be performed by a committee that consists of Area Treasurer, an AWSC member and 2 GR’s.

(C207) - Approval of the By-Laws - That we approve the By-Laws as corrected.

(C208) - Permanent PO Box address - I move that we authorize our current Treasure to secure a permanent address for Montana AFG.