

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

Table of Contents

Area Chairperson
Area World Service Delegate
Area Alternate Delegate
Area Secretary
Area Treasurer
Alateen Coordinator
Alternate Alateen Coordinator
Archives Coordinator
Archives Coordinator
Budget Coordinator
District Representative (DR)
Group Representative (GR)
Institutions Coordinator
Al-Anon Liaison to Alcoholics Anonymous (A.A.) Coordinator
Literature Coordinator
Massachusetts Alateen Conference Adult Chair
Massachusetts Al-Anon/Alateen Convention Chair
Public Information (PI) Coordinator
Ways and Means Coordinator
Website Coordinator
Webmaster
Key to Abbreviations

POSITION NAME: Area Chairperson

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Incoming and outgoing DRs, or others as set forth in the *By-laws of AFG of MA, Inc.* are eligible for this office. A new Area Chairperson is elected by the GRs at each Election Assembly. Is a certified AMIAS during his/her AWSC service.

DESCRIPTION: The Area Chairperson will have leadership and organizational ability, as well as, computer skills and access to a computer. The Area Chairperson plans agendas and conducts all Assemblies and AWSC meetings and at least three Steering Committee meetings annually, but may schedule other meetings as deemed necessary. The Area Chairperson is an ex officio member of all Area Committees.

RESPONSIBILITIES:

1. The Area Chairperson is an Officer of the Corporation, Chairperson of the Steering Committee and a voting member of the AWSC. As such, the Area Chairperson has a responsibility to attend scheduled meetings.
2. Convenes AWSC meetings to discuss Area matters.
3. Seeks candidates to fill Coordinator positions, appoints at-large members of the Steering Committee, and presents those names to the AWSC for approval.
4. Develops an agenda for each Assembly and presents it to the AWSC for approval.
5. Under Commonwealth of Massachusetts Laws of Incorporation, the Area Chairperson is the CEO (President) of the corporation and bears legal responsibility. For this reason, the Area Chairperson is the primary contact in all legal matters.
6. Is one of four co-signers of all financial accounts for the AIS/LDC, as needed.
7. Oversees the operations of the Al-Anon Information Services (AIS) and Literature Distribution Center (LDC), hires and supervises the paid employees and institutes any changes in procedure or protocol determined by the Assembly, and in some cases the AWSC.
8. Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
9. If any Area officer, other than the Delegate resigns before the end of his term, the Area Chairperson appoints another DR to fill the office temporarily. As soon as convenient, an Assembly should be called to elect a successor for the un-expired term.
10. If the Area Chairperson resigns or is unavailable to serve, the AWSC names a Chairperson pro tem or the Delegate may serve as Area Chairperson until an election can be held.
11. Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*
- *Procedural Guide for Implementing Alateen Requirements*

RESOURCES:

- *Any past Area Chairperson can act as the service sponsor to the incoming Area Chairperson*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Area World Service Delegate

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Incoming and outgoing DRs, or others as set forth in the *By-laws of AFG of MA, Inc.*, are eligible for this office. A new Area Delegate is elected by the GRs at each Election Assembly. Is a certified AMIAS during his/her AWSC service.

DESCRIPTION: The Delegate is a channel through which information flows. The Delegate brings the views and the spirit of worldwide Al-Anon back to the Area. The Delegate is available to the fellowship to help in any way he/she is able and to answer any questions that may arise. The Delegate is the bridge of understanding which links the groups in the Area with worldwide Al-Anon/Alateen to help them continue to function in unity. The Delegate will have leadership and organizational ability, as well as, computer skills and access to a computer. The Delegate is an ex officio member of all Area committees.

RESPONSIBILITIES:

- 1) The Area World Service Delegate is an Officer of the Corporation, a member of the Steering Committee and a voting member of the AWSC. As such, the Delegate has a responsibility to attend scheduled meetings.
- 2) Becomes thoroughly familiar with the Al-Anon/Alateen Service Manual before attending the World Service Conference (WSC).
- 3) Represents Area 25 at the WSC.
- 4) Participates on selected committees as appointed by the WSO.
- 5) Gives a report of the WSC at Area Spring Assembly and at Districts/Groups when requested.
- 6) Reports any relevant communications from the World Service Office and Conference to the AWSC and the Assembly and reports any relevant communications from the Assembly and AWSC to the World Service Office and Conference.
- 7) Performs all duties as listed in the Al-Anon/Alateen Service Manual.
- 8) Keeps Alternate Delegate informed.
- 9) If the Delegate resigns or is unavailable to serve, the Alternate Delegate will serve in his/her place.
- 10) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 11) Is one of four co-signers of all financial accounts for the AIS/LDC, as needed.
- 12) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateen*
- *Procedural Guide for Implementing Alateen Requirements*

RESOURCES:

- *Any past Delegate can act as the service sponsor to the incoming Delegate*
- *Al-Anon Guidelines*

POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Area Alternate Delegate

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Incoming and outgoing DRs, or others as set forth in the *By-laws of AFG of MA, Inc.*, are eligible for this office. A new Alternate Delegate is elected by the GRs at each Election Assembly.

DESCRIPTION: The Alternate Delegate works along with the Delegate as much as possible in communicating with the groups. The Alternate Delegate will have leadership and organizational ability, as well as, computer skills and access to a computer.

RESPONSIBILITIES:

- 1) The Alternate Delegate is an Officer of the Corporation and a voting member of the AWSC and the Steering Committee. As such, he/she has a responsibility to attend scheduled meetings.
- 2) Becomes acquainted with all the Delegate's duties.
- 3) Reviews information and material sent to the Delegate from World Service Office before Conference as agreed by Delegate and Alternate Delegate.
- 4) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 5) Acts as *Forum* Coordinator.
- 6) If the Alternate must complete the Delegate's term or if the Alternate resigns or is unavailable to serve, a temporary Alternate is appointed at once by the Area Chairperson from among the DRs to act as Alternate Delegate until a special Assembly can be called to elect a new Alternate.
- 7) May be called upon to perform other duties as deemed necessary.
- 8) Is available to facilitate group inventories, if invited.

REFERENCES: *Most current edition of the:*

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens.*
- *Procedural Guide for Implementing Alateen Requirements*

RESOURCES:

- *Any past Alternate Delegate can act as the service sponsor to the incoming Alternate Delegate*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Area Secretary

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Incoming and outgoing DRs, or others as set forth in the *By-laws of AFG of MA, Inc.*, are eligible for this office. A new Area Secretary is elected by the GRs at each Election Assembly.

DESCRIPTION: The Area Secretary will have the ability to create minutes of any meeting by summarizing the topics discussed. Computer skills and access to a computer are essential for this position.

RESPONSIBILITIES:

- 1) The Area Secretary is an Officer of the Corporation and a voting member of the AWSC and the Steering Committee. As such, the Area Secretary has a responsibility to attend scheduled meetings.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) The Area Secretary attends and serves as the recording secretary of:
 - a. AWSC
 - b. Area Steering Committee
 - c. Assemblies
- 4) Provides a copy of minutes of the above named meetings to the Area Office as part of a permanent record.
- 5) At Election Assemblies, the Area Secretary calls the roll of all voting members and lists all candidates for office on a view board. When the count is complete, records the votes for each candidate.
- 6) If the Area Secretary resigns or is unavailable to serve before the end of his/her term, the Area Chairperson appoints an interim Secretary to fill the office temporarily. As soon as convenient, an Assembly should be called to elect a successor for the remainder of the term.
- 7) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*
- *Procedural Guide for Implementing Alateen Requirements*

RESOURCES:

- *Any outgoing Secretary can act as the service sponsor to the incoming Secretary*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Area Treasurer

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Incoming and outgoing DRs, or others as set forth in the *By-laws of AFG of MA, Inc.*, are eligible for this office. A new Area Treasurer is elected by the GRs at each Election Assembly.

DESCRIPTION: Bookkeeping/Accounting experience, although an asset, is not required. Computer skills and access to a computer are important tools needed for this position.

RESPONSIBILITIES:

- 1) The Area Treasurer is an Officer of the Corporation and a voting member of the AWSC, the Steering Committee, and the Budget Committee. As such, the Area Treasurer has a responsibility to attend scheduled meetings.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) Reports on the Area's financial status at AWSC and each Assembly and is available to answer any questions that may arise.
- 4) Under Commonwealth of Massachusetts Laws of Incorporation, the Area Treasurer is the CFO (Chief Financial Officer) of the corporation and bears legal responsibility. For this reason, the Area Treasurer is the primary contact in all financial matters.
- 5) Is one of four co-signers of all financial accounts for the AIS/LDC, as needed.
- 6) Works with the AFG of MA, Inc. accountants, as needed.
- 7) Develops recommendations for the Steering Committee regarding the financial accounts.
- 8) Works closely with AIS/LDC Office Manager and Budget Coordinator.
- 9) If the Area Treasurer resigns or is unavailable to serve before the end of his/her term, the Area Chairperson appoints an interim Treasurer to fill the office temporarily. As soon as convenient, an Assembly should be called to elect a successor for the remainder of the term.
- 10) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*
- *Procedural Guide for Implementing Alateen Requirements*

RESOURCES:

- *Any past Treasurer can act as the service sponsor to the incoming Treasurer*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Alateen Coordinator

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Any qualified certified AMIAS Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous.

DESCRIPTION: The Alateen Coordinator is nominated for a three-year term by the Area Chairperson subject to the approval of the AWSC. The coordinator is a voting member of the AWSC. The Alateen Coordinator unifies AMIAS, Alateen groups and Al-Anon, as a whole.

RESPONSIBILITIES:

- 1) Attends scheduled meetings of the AWSC and Area Assemblies, makes reports as necessary and answers questions.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) Oversees the certification of Al-Anon Members Involved in Alateen Service (AMIAS);
 - a. Guides applicants, DRs and Alateens through the certification process
 - b. Works with the Area Alateen Process Person (AAPP) to ensure compliance with requirements
 - c. Stays current with Commonwealth of Massachusetts policies and procedures for working with children
 - d. Stays current with WSO's policy and procedures regarding Alateen
 - e. Conducts Area AMIAS/Sponsor meetings on a regular basis around the Area.
- 4) Encourages Area, District, Group and personal involvement in Alateen awareness, support and service.
- 5) Participates in Area Alateen events.
- 6) Informs and encourages Alateen members to use and contribute to Alateen literature and Al-Anon/Alateen publications.
- 7) Seeks input from Alateen members and assures that their interests are considered in Area discussions and activities.
- 8) Serves as a contact in the links of service in resolving issues and problems when they arise for Alateen groups and AMIAS. This is done by involving appropriate members and trusted servants of Al-Anon, as necessary.
- 9) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*
- *Procedural Guide for Implementing Alateen Requirements*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Alternate Alateen Coordinator

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous. Is a certified AMIAS during his/her AWSC service.

DESCRIPTION: The Alternate Alateen Coordinator is nominated for a three-year term by the Area Chairperson subject to the approval of the AWSC. The coordinator is a voting member of the AWSC. The Alternate Alateen Coordinator assists and supports the Alateen Coordinator in unifying AMIAS, Alateen groups and Al-Anon, as a whole.

RESPONSIBILITIES:

- 1) Attends scheduled meetings of the AWSC and Area Assemblies, makes reports as necessary and answers questions.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) Assists with the certification of Al-Anon Members Involved in Alateen Service (AMIAS).
 - a. Stays current with Commonwealth of Massachusetts policies and procedures for working with children.
 - b. Stays current with WSO's policy and procedures regarding Alateen.
 - c. Assists with Area AMIAS/Sponsor meetings on a regular basis around the Area.
- 4) Encourages Area, District, Group and personal involvement in Alateen awareness, support and service.
- 5) Participates in Area Alateen events.
- 6) Informs and encourages Alateen members to use and contribute to Alateen literature and Al-Anon/Alateen publications.
- 7) Seeks input from Alateen members and assures their interests are considered in Area discussion and activities.
- 8) Serves as a contact in the links of service in resolving issues and problems when they arise for Alateen groups and AMIAS. This is done by involving appropriate members, including the Alateen Coordinator and trusted servants of Al-Anon, as necessary.
- 9) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*
- *Procedural Guide for Implementing Alateen Requirements*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Archives Coordinator

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous.

DESCRIPTION: The Archives Coordinator is nominated for a three-year term by the Area Chairperson subject to the approval of the AWSC. The coordinator is a voting member of the AWSC. The Archives Coordinator primarily preserves the experience, history, and memorabilia of AFG of MA, Inc.

RESPONSIBILITIES:

- 1) Attends scheduled meetings of the AWSC and Area Assemblies, makes reports as necessary and answers questions.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) Collects historical material from Massachusetts Area Al-Anon/Alateen groups and members.
- 4) Identifies and catalogs all material with names, places, events, and dates.
- 5) Encourages members, groups, and districts to archive their local Al-Anon/Alateen history.
- 6) Displays archived material at MA Al-Anon/Alateen Convention and MA Alateen Conference, if invited by the committee.
- 7) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Budget Coordinator

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous.

DESCRIPTION: The Budget Coordinator is nominated for a three-year-term by the Area Chairperson subject to the approval of the AWSC. The coordinator is a voting member of the AWSC. The Budget Coordinator forms and chairs a committee to prepare a budget for review by the Steering Committee and the AWSC, then presents the proposed budget to the Area Fall Assembly for approval.

RESPONSIBILITIES:

- 1) Attends scheduled meetings of the AWSC and Area Assemblies, makes reports as necessary and answers questions.
- 2) Is available at AWSC meetings and Assemblies to answer any questions that might arise concerning the financial status of the Area.
- 3) Works closely with AIS/LDC Office Manager and Area Treasurer.
- 4) Monitors Area expenses and income. Informs the Area Chairperson and Area Treasurer of any unusual trends.
- 5) Carries recommendations and responses between the Steering Committee and the Budget Committee.
- 6) Holds a minimum of two Budget Committee meetings annually to discuss and prepare the next Area Budget for review of the Steering Committee and the AWSC before presenting it to the Area Fall Assembly.
- 7) Prepares Budget Committee worksheets.
- 8) Is available to facilitate group inventories if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: District Representative (DR)

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: An incoming, outgoing, or active past GR who is elected by the other GRs in the district. The election may occur in the home district or by caucus at an Assembly.

DESCRIPTION: Each DR represents a District in the Area, helping the Groups to understand the Al-Anon principles at the Group, District, Area and World Service levels.

RESPONSIBILITIES:

- 1) Attends AWSC meetings and Area Assemblies to report on District activities. Participates in Area events and reports back to the GRs at the District meeting.
- 2) Schedules and chairs District meetings at regular intervals.
- 3) Keeps members of their district current by disseminating WSC information and reports received from the Delegate.
- 4) Keeps in touch with the GRs in the District to learn their views of the groups and group problems, which may be reported to the AWSC and/or Delegate.
- 5) Visits all groups in their District, especially new groups, to make sure they are getting necessary information and mail from the Area and WSO.
- 6) Works with the Area Group Records Coordinator (AIS/LDC Office Manager) to maintain current group information.
- 7) Urges every group to complete and promptly return the group data sheets sent out annually by the WSO.
- 8) May facilitate functions hosted by the District (Area Assemblies, workshops, Al-Anon participation in AA round-ups, etc.)
- 9) Helps the groups understand and apply the Traditions and Concepts.
- 10) Encourages the use of Al-Anon/Alateen Service Manuals.
- 11) Assists with AMIAS certification process.
 - a. Receives AMIAS applications from Area Alateen Process Person (AAPP); checks references, etc. as specified in the *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements of Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens (see Section II. Safety Requirements for AMAIS: A, B, C and E)*
 - b. Works with Alateen Coordinator and AAPP assisting members applying for AMIAS certification.
- 12) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*
- *Procedural Guide for Implementing Alateen Requirements*

RESOURCES:

- *Any past DR can act as the service sponsor to the incoming DR.*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
GROUP REPRESENTATIVE POSITION DESCRIPTION
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Group Representative (GR)

TERM LENGTH: Three years (*Beginning by September 1st before Fall Election Assembly*)

ELIGIBILITY: Any Al-Anon or Alateen member who is not also a member of Alcoholics Anonymous.

DESCRIPTION: Each GR represents only one Group in the Area, by attending District meetings and attending the Area Assemblies. Each Group also elects an Alternate GR.

RESPONSIBILITIES:

- 1) Every group in the Area has a voice and a vote in Area business through their Group Representative. The GR attends District meetings and Area Assemblies and votes on matters of importance to the Group, District and Area. When the GR cannot attend a District meeting or Area Assembly, the elected Alternate GR becomes as the voting member.
- 2) Informs the group of matters that were discussed at the District meeting and Assembly. The GR report can be given at the group's monthly business meeting or during Al-Anon announcements as decided by the group conscience.
- 3) Keeps members of their group current on information from the Area Delegate.
- 4) Explains the need for being self-supporting (Tradition Seven) at all levels of service.
- 5) Helps the group understand Al-Anon's Links of Service and apply the Traditions and Concepts to any problems discussed by the group.
- 6) Becomes familiar with the *Al-Anon/Alateen Service Manual*. Encourages the use the *Al-Anon/Alateen Service Manual*
- 7) Encourages members to subscribe to and submit articles to *The Forum*.
- 8) Serves as the Current Mailing Address (CMA) for their group to receive the monthly bulletin and other mail for the group from Area 25 and the WSO. Distributes the information received to other members who are serving as Group Secretary, Group Treasurer etc.
- 9) Encourages the group to complete and promptly return the group data sheets sent out annually by the WSO.
- 10) Encourages the group to be involved in District and Area public outreach activities.
- 11) GR, recognizing the importance of Conference Approved Literature (CAL), encourages the use of CAL for meeting topics.
- 12) Promotes awareness of Conference Approved Literature, meetings and service opportunities for Alateens. Encourages the group to welcome Alateens when they choose to attend the meeting.
- 13) Keeps the Alternate GR informed and included in serving the group.
- 14) Encourages members to become involved in service beyond the group level.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*

RESOURCES:

- *Any past GR can act as the service sponsor to the incoming GR.*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Institutions Coordinator

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous.

DESCRIPTION: The Institutions Coordinator is nominated for a three-year term by the Area Chairperson subject to the approval of the AWSC. The coordinator is a voting member of the AWSC. The Institutions Coordinator unifies Institutions Service in the Area; serves as a liaison between the WSO and AWSC; and stimulates interest in Institutions Service.

RESPONSIBILITIES:

- 1) Attends scheduled meetings of the AWSC and Area Assemblies, makes reports as necessary and answers questions.
- 2) Contribute notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) Facilitates bringing the Al-Anon presence to Institutions that request it.
- 4) Encourages Area, District, Group and personal involvement in Institutions service and the development of Introductory Meetings.
- 5) Assists members in the process of meeting the requirements of individual institutions.
- 6) Encourages members to share their Institutions service experience through *The Forum*.
- 7) Maintains contact with meetings through Al-Anon liaisons, District Institutions Chairperson or DRs
- 8) As Introductory Meetings become established to meet on a regular basis, encourages them to register with the Area and WSO.
- 9) Works with the Area Group Records Coordinator (AIS/LDC Office Manager) to maintain current group information and keeps an updated list of all institutions meetings in the Area.
- 10) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Al-Anon Liaison to Alcoholics Anonymous (A.A.) Coordinator

TERM LENGTH: Three years *{Beginning January 1, after Fall Election Assembly}*

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous. Is a certified AMIAS during his/her AWSC service.

DESCRIPTION: The Al-Anon Liaison to A.A. Coordinator is nominated for a three-year term by the Area Chairperson subject to the approval of the AWSC. The coordinator is a voting member of the AWSC. This position is meant to provide open, effective and frequent communication with Alcoholics Anonymous.

RESPONSIBILITIES:

- 1) Attends scheduled meetings of the AWSC and Area Assemblies, makes reports as necessary and answers questions.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) Acts as the contact person when Al-Anon/Alateen participation is requested for any A.A. events.
- 4) Develops a committee of Al-Anon/Alateen members within Area 25 to initiate and develop Al-Anon participation at A.A. events.
- 5) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*

RESOURCES:

- Any past coordinator can act as the service sponsor to the incoming coordinator
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Literature Coordinator

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous.

DESCRIPTION: The Literature Coordinator is nominated for a three-year term by the Area Chairperson subject to the approval of the AWSC. The Coordinator is a voting member of the AWSC. The Literature Coordinator helps members and groups use existing Conference Approved Literature (CAL) and encourages members and groups to contribute to the development of new CAL.

RESPONSIBILITIES:

- 1) Attends scheduled meetings of the AWSC and Area Assemblies, makes reports as necessary and answers questions.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) Offers support and information to all Literature Distribution Centers (LDCs) in the Area.
- 4) Acts as the liaison between the Area and WSO and local LDCs in announcing new and revised CAL.
- 5) Stresses the importance of purchasing all CAL through our local LDCs.
- 6) Becomes familiar with the development of CAL and helps members understand the process.
- 7) Becomes familiar with each piece of CAL and helps members to use it effectively.
- 8) Works with DRs to increase the use of CAL throughout the Area.
- 9) Encourages use of the Al-Anon/Alateen Service Manual.
- 10) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Massachusetts Alateen Conference Adult Chair

TERM LENGTH: One-year term. Beginning as soon as the new committee is formed. Massachusetts Alateen Conference (MAC) Adult Chairperson's term ends after the Conference, once the crossover meeting has taken place.

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous. Maintains his/her certification as an AMIAS.

DESCRIPTION: The Massachusetts Alateen Conference Adult Chair is elected by the outgoing MAC Committee and is approved by AWSC for one one-year term. The MAC Adult Chairperson is a voting member of the AWSC. This position is meant to provide open, effective and frequent communication between the AWSC and the MAC Committee.

RESPONSIBILITIES:

- 1) Follows procedures outlined in *Massachusetts Alateen Conference Safety & Behavioral Requirements and Event Planning Guidelines*
- 1) Attends scheduled meetings of the AWSC and Area Assemblies to present progress, financial and inventory reports and answers questions.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) Acts as the contact person between AWSC and the MAC Committee.
- 4) Develops a committee of Al-Anon/Alateen members within Area 25 to initiate and develop Alateen participation at their conference.
- 5) Is responsible for adherence to the *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens* before, during and after all planning, conference and wrap up events.
- 6) Informs the MAC Committee, that, as a Sub-Committee of the AWSC the Area Guidelines must be followed. Area Guidelines can only be changed by the AWSC.
- 7) Schedules and conducts all MAC Committee meetings; holds the key to the Area Office, for use only when the Conference Committee meetings are being held. Works with the Office Manager to schedule meeting times and is responsible for following the guidelines for use of Area Office.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*
- *Massachusetts Alateen Conference Safety & Behavioral Requirements and Event Planning Guidelines*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator.*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Massachusetts Al-Anon/Alateen Convention Chair

TERM LENGTH: One year term Beginning as soon as the new committee is formed. Massachusetts Al-Anon/Alateen Convention Chair term ends after the Convention, once the crossover meeting has taken place.

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous. Maintains his/her certification as an AMIAS.

DESCRIPTION: The Massachusetts Al-Anon/Alateen Convention Chair is appointed by the Ad Hoc Selection Committee and is approved by AWSC for one one-year term. The Convention Chairperson is a voting member of the AWSC. This position is meant to provide open, effective and frequent communication between the AWSC and their committee.

RESPONSIBILITIES:

- 1) Follows procedures outlined in Area 25 Guidelines & Requirements for the Massachusetts Convention Committee and Area 25 Guidelines for Ad Hoc Selection Committee for the Convention Committee
- 2) Attends scheduled meetings of the AWSC and Area Assemblies to present progress and financial reports and is available to answer questions.
- 3) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 4) Acts as the contact person between AWSC and their Convention Committee.
- 5) Develops a committee of Al-Anon/Alateen members within Area 25 to initiate and develop Al-Anon/Alateen participation at their convention.
- 6) Informs the Convention Committee that, as a Sub-Committee of the AWSC, the Area Guidelines must be followed. Area Guidelines can only be changed by the AWSC.
- 7) Schedules and conducts all Convention Committee meetings; holds the key to the Area Office, for use only when the Convention Committee meetings are being held. Works with the Office Manager to schedule meeting times and is responsible for following the guidelines for use of Area Office.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*
- *Area 25 Guidelines & Requirements for the Annual Massachusetts Convention Committee*
- *Area 25 Guidelines for Ad Hoc Selection Committee for the Convention Committee*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Public Information (PI) Coordinator

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous.

DESCRIPTION: The Public Information Coordinator is nominated for a three-year term by the Area Chairperson subject to the approval of the AWSC. The coordinator is a voting member of the AWSC. The Public Information Coordinator serves as liaison between Al-Anon/Alateen and the public.

RESPONSIBILITIES:

- 1) Attends scheduled meetings of the AWSC and Area Assemblies, makes reports as necessary and answers questions.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) Acts as the public information liaison between the Area and WSO and follows up on projects initiated by the WSO Public Information Committee.
- 4) Develops an Area level Public Information Committee to initiate and develop public information projects at the Area level.
- 5) Encourages Area, District, Group and personal involvement in local public information service.
- 6) Works with DRs to coordinate public information activities throughout the Area.
- 7) Enlists DRs and local members to cover public information functions, when Al-Anon is invited to participate.
- 8) Assists members in the process of media relations.
- 9) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Ways and Means Coordinator

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous.

DESCRIPTION: The Ways and Means Coordinator is nominated for a three-year term by the Area Chairperson subject to the approval of the AWSC. The coordinator is a voting member of the AWSC. The Ways and Means Coordinator primarily helps the Area work the Seventh Tradition.

RESPONSIBILITIES:

- 1) Attends scheduled meetings of the AWSC and Area Assemblies, makes reports as necessary and answers questions.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate.
- 3) Encourages districts, groups and individual members to provide financial support to the AFG of MA, Inc.
- 4) Develops an Area-level Ways and Means Committee to initiate and develop events, functions and programs to generate revenue for AFG of MA, Inc.
- 5) Acts as a resource for districts and groups to assist with local fundraising projects.
- 6) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens.*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator*
- *Al-Anon Guidelines*

AWSC Job Descriptions approved by Steering Committee 11/18/08
POSITION DESCRIPTION OF AWSC MEMBERS
AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

POSITION NAME: Website Coordinator

TERM LENGTH: Three years (*Beginning January 1, after Fall Election Assembly*)

ELIGIBILITY: Any qualified Al-Anon/Alateen member, not necessarily a GR, who is not also a member of Alcoholics Anonymous.

DESCRIPTION: The Website Coordinator is nominated for a three-year term by the Area Chairperson subject to the approval of the AWSC. The coordinator is a voting member of the AWSC. The Website Coordinator primarily oversees the content and functions of the Area website with the approval of the Steering Committee

RESPONSIBILITIES:

- 1) Attends scheduled meetings of the AWSC and Area Assemblies, makes reports as necessary and answers questions raised by DRs and other Al-Anon/Alateen members.
- 2) Contributes notices to the monthly bulletin and/or other communication formats, when appropriate. Publicizes website and website links in monthly bulletin.
- 3) Applies the Traditions and Concepts to all decisions about content and presentations on website.
 - a. Makes recommendations for content changes to the website
 - b. Checks accuracy of information including spelling
 - c. Gets approval for content and changes from the Steering Committee
 - d. Provides final copy to the webmaster
- 4) Is a resource to Districts with their websites.
- 5) Is available to facilitate group inventories, if invited.

REFERENCES:

- *By-Laws of AFG of MA, Inc.*
- *Al-Anon/Alateen Service Manual*
- *Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens*

RESOURCES:

- *Any past coordinator can act as the service sponsor to the incoming coordinator*
- *Al-Anon Guidelines*

POSITION DESCRIPTION OF AWSC MEMBERS

AL-ANON FAMILY GROUPS OF MASSACHUSETTS, INC. (AREA 25)

Position: Webmaster Approved by Steering Committee 9/10/23

Term Length: 3 Years (*Beginning January 1, after Fall Election Assembly for a volunteer. A Webmaster that is being paid may begin at any time serving at the pleasure of the AWSC Steering Committee.*)

Eligibility: Has experience in computer science, computer applications or management and information systems. May be an Al-Anon member, but not required. Must not be a member of Alcoholics Anonymous.

Description: The Webmaster serves as the behind-the-scenes support for all aspects of the organization's website(s), handling a range of responsibilities that may include web design and development, routine site and content maintenance, and various updates. The Webmaster works with the Website Coordinator, Office Personnel, and Website Team to operationally ensure the Website meets the goals, objectives, and mission of the AFG of MA.

Responsibilities:

- Tests websites across browsers, operating systems, and devices
- Monitors online traffic and conversions.
- Ensures functionality and efficiency of sites and web servers.
- Builds functional and easy-to-use websites.
- Maintains, configures, and troubleshoots Website framework (Content Management System)
- Ensures site security by setting up firewalls and login pages.
- Optimizes loading speeds and capacity.
- Debugs pages and fix broken links or images.
- Updates website content
- Monitors and analyzes site performance (e.g., traffic, conversions)
- Responds to user complaints.
- Participates on Website Team

REFERENCES:

*By-Laws of AFG of MA, Inc.; The Al -Anon/Alateen Service Manual
Massachusetts Area 25 Al-Anon Family Groups Safety & Behavioral Requirements for Al-Anon Members involved in Alateen Service & Behavioral Requirements for Alateens.
Al-Anon Guidelines*

RESOURCES:

Any past webmaster can act as the service sponsor to the incoming webmaster.

Key to Abbreviations:

AA – Alcoholics Anonymous
AAPP – Area Alateen Process Person
AFG – Al-Anon Family Groups
AIS – Area Information Service
AMIAS – Al-Anon Members Involved in Alateen Service
AWSC – Area World Service Committee
CAL – Conference Approved Literature
CEO – Chief Executive Officer (aka – Area Chair)
DR – District Representative
GR- Group Representative
LDC – Literature Distribution Center
PI - Public Information
WSC – World Service Conference
WSO – World Service Office