

Task Force on Job Descriptions Report AWSC Feb 2020

Hello AWSC Members!

The taskforce has completed the revision of the Officer, Coordinator and Event Chairs job descriptions.

We reached out to the incumbent in each position to get their ideas and thoughts and they incorporated those into the current job description or created a new job description. Because of the inception of the NFA Board of Directors some Coordinator/Event and Officer job descriptions have changed to accommodate the new duties. Coordinators/Event currently on the Board of Directors are AAPP, Technology, Public Outreach and Convention Chair.

If there are changes to the current JD they will be highlighted within the JD. If the incumbent wrote a new JD you will see the new JD.

Once the AWSC body has reviewed, tweaked and approved the job descriptions, they will be formatted to improve consistency.

Three job descriptions have no changes; Alateen Coordinator, Alateen Conference and Literature Coordinator. Please see the chart below for additional detail.

A big hand to the task force that worked diligently to have the job descriptions ready for our October 2020 Election Assembly!

Hugs to all,

Wendy R.

Task Force Chair

Wendy	Changes for review yes/no	Changes approved by task force
Secretary	Yes	revision approved by TF ready for AWSC
AAPP	Yes	Revision approved by TF ready for AWSC
Team Event	Will be deleted	Team Event is no longer being offered by WSO therefore we will discard the JD
Technology	Yes	revision approved by TF ready for AWSC

Di	Changes for review yes/no	Changes approved by task force
Chairperson	Yes	Revision approved by TF ready for AWSC
Literature	No	Will present to AWSC No changes from P55
Alateen	Yes/ cannot incorporate suggested changes	Will present current JD with no changes
Alateen Conference	Yes/ cannot incorporate suggested changes	Will present current JD with no changes

Sheri	Changes for review yes/no	Changes approved by task force
Delegate Convention Chair Service Workshop Group Records	Yes Yes Yes Yes	revision approved by TF ready for AWSC revision approved by TF ready for AWSC revision approved by TF ready for AWSC revision approved by TF ready for AWSC

Toni	Changes for review yes/no	Changes approved by task force
Treasurer Archives Alateen Roundup	Yes Yes Yes	revision approved by TF ready for AWSC revision approved by TF ready for AWSC revision approved by TF ready for AWSC

Sandra	Changes for review yes/no	Changes approved by task force
Alt Delegate Spanish Coordinator Public Outreach	Yes Yes Yes	revision approved by TF ready for AWSC revision approved by TF ready for AWSC Revision approved by TF ready for AWSC

Area Secretary Job Description

Job Description

The Area Secretary performs dual roles both as an Officer of Area 9 Florida North and the Secretary and Registered Agent of NFA AFG, Inc., the non-profit Corporation created by the Area to handle legal matters and fulfill other specific responsibilities. In both roles, the Secretary serves as a conduit of information between and among the Officers, Panel Members, the Area Assembly, the Board of Directors of NFA AFG, Inc., and other third-parties. The Area Secretary must be willing and able to adhere to the Area Job Descriptions (General Duties). Due to the extent of responsibilities, it is recommended the Area Secretary does not hold any other service positions during his or her term.

Job Duties: Area Secretary

1. Attends and records minutes of all Area meetings (e.g., AWSC meetings, Area Assemblies, Officer Meetings) as scheduled by the Area Chairperson. Minutes should include a summary page of any Motions considered at the meeting. Use of an audio recorder is recommended.
2. Sends a draft of Area Minutes to the Area Chairperson prior to publishing to the Area website. Once Chairperson approves the Minutes, works with Area Technology Coordinator to have Minutes published to the password-protected page of the Area website. Minutes of Officer Meetings can be distributed to the Officers directly. Minutes published far enough in advance of the next meeting so that attendees can review.
3. Takes roll call at AWSC and Area Assembly meetings, recording total attendance and any alternates attending in place of a regular panel member. Presents news or other relevant updates on Area matters to the meeting attendees when appropriate.
4. Records total voting and non-voting attendance from each District at each Area Assembly and validates with information collected by Area Group Records Coordinator. Totals will be used to determine the number of votes needed to reach a two-thirds majority.
5. Reads any Motions from the previous AWSC or Area Assembly at the following respective meeting.
6. Records all Motions and maintains a Motion succession chart. Updates the chart with all Motions of each meeting. Creates electronic copies by scanning in the original paper motion or keeps the paper copies of motions for backup in envelopes with meeting dates marked.
7. Maintains the Area Current Mailing Address (CMA) list, including full names and complete contact information for all Area Officers and Panel Members. Shares the complete CMA prior to and during each Area meeting to give Panel Members an opportunity to update it. Issues a redacted version of the CMA including the first name, initial of last name, phone and Area email address only to the Panel Members after each Area Meeting. Maintains past versions of the CMA if questions arise.
8. Maintains copies of all Area documents (processes and procedures, guidelines, etc.) using the Google Suites account and online drive provided by the Area. Should the AWSC or Area Assembly approve updates to an Area document, the Area Secretary

Area Secretary Job Description

- notes the date and Panel that approved the update in the document's footer and sends to the Area Technology Coordinator to be posted to the Area website.
9. Maintains Area Convention Succession Chart, including working with current Area Convention Chairperson as needed.
 10. Supports Area Delegate's responsibilities to submit reports or other information to the AI-Anon World Service Office when asked.
 11. Participates as a member of the Area Policy Committee when requested.
 12. Participates in breakout sessions, workshops and other events as requested by the Area Chairperson.
 13. Participates in Thought and Task Forces as necessary, which may be held virtually.
 14. Participates in special projects that may arise from time to time.

Job Duties: Secretary of NFA AFG, Inc.

1. Attends and records minutes of all Board of Directors meetings as scheduled by the Chairperson of the Board. Includes a summary page of any Motions considered at the meeting in its minutes.
2. Serves as Registered Agent for the Corporation with the State of Florida, including providing full name, home address and phone number via an Amendment to NFA AFG, Inc.'s Articles of Incorporation.
3. Submits Amendments to the Articles of Incorporation to the State of Florida to add or remove Board Members or make changes to the Articles of Incorporation once approved by the Board.
4. Files an Annual Report with the State of Florida after the first of each year and prior to the State's deadline to maintain the Corporation's status as a non-profit organization.
5. Maintains all bylaws, records, policies, and procedures of the Corporation NFA AFG, Inc. as described in the Corporation's Document Retention and Destruction Policy, including maintaining the Corporate Documents notebook and the online drive of scanned documentation, which is shared with all Board Members.
6. Collects copies of all contracts, insurance policies, federal tax filings, and any other legal documents to which the Corporation is a party as described in the Document Retention and Destruction Policy.
7. Destroys documentation in compliance with the Corporation's Document Retention and Destruction Policy or when approved by the Board Members.
8. Maintains a contact list of all current members of the Board of Directors, including each member's full legal name and home address.
9. Sends Corporation's Conflict of Interest Policy to each Board Member upon joining the Board and collects each Board Member's acknowledgment of the Policy.
10. Provides records of all Tax-Exempt Certificates, IRS Letters of Determination, and other Corporate Documents necessary for operation or when approved by the Board.
11. Signs on Corporate bank account and is available to assist the Treasurer in opening Business bank accounts for Area Events as needed, including preparing any Banking Resolutions needed to authorize the use of the Corporation's name and non-profit status.

Area Secretary Job Description

12. Presents news or other relevant updates on Corporation business to the AWSC or Area Assembly meetings when appropriate.
13. Has a knowledge of or willingness to learn the Adobe Acrobat application (or a similar document management application) used for the Corporation's documents.

****If you are unable or unwilling to adhere to the Area Job Descriptions General Duties please do not stand for this position.**

Area Alateen Process Person Job Description

The primary responsibilities of the North Florida Area Alateen Process Person (AAPP) are: communication among the Districts Alateen Process Person(s), AMIAS, and the Area Alateen Coordinator :tracking and updating of all AMIAS related records among the Districts, Area, WSO, **to include Criminal History Search Services.**

1. The Area Alateen Process Person (AAPP) must be a certified AMIAS in Area 9 – Florida North prior to standing for the position.
2. Be knowledgeable of our current Area Safety and Behavioral Requirements.
3. Ensures that the Area is in compliance with all requirements of the FDLE VECHS system by working with Area Officers **and the AFG INC Board.**
4. **Completes all requested training for any Criminal History Search Service.**
5. Works with the Area Secretary to maintain records of VECHS waiver forms.
6. The Alateen Coordinator in coordination with the AAPP develops the AMIAS Requirements' Training **possibly working with and through an Area Task Force (This is definitely a Task Force task, not the job of these two coordinators. The entire Area is responsible for the Alateen participation in the Area - even those members who are not AMIASes)**
7. **May attend AMIAS Training / Orientation and will verify government Picture ID to Certification and VECHS Forms when Authorized Trainer or Authorized Signer is not available.**
8. **May travel when needed** to the Districts in the Area and conducts training sessions for Area AMIAS.
9. Participates in Area Thought and Task Forces to facilitate transitions, changes and adjustments to the Area Requirements. **(This is at the discretion of the Area Chairperson who assigns Thought and Task Forces)**
10. The AAPP **when needed** assists the Alateen Coordinator to facilitate the District "Train the Trainer" sessions.
11. Training sessions may occur at Area events. The AAPP **when needed may assist** Alateen Coordinator **to work** with the appropriate chairperson of each event to schedule the

Area Alateen Process Person

training(s).

12. Supports and **if possible** attends the Area Alateen Conference and Alateen Round-Up (it is actually not a requirement that the AAPP attends Alateen functions. Their primary role is the certification process)
13. Participates in WSO and Area Board Conference Calls as required **as well as attends meetings, communicating information and reports as a Board Member in the Corporation of NFA AFG INC.**

AAPP Documentation Procedures

1. **Implements procedures to protect and** maintain the confidential information **per WSO G-24 Guideline, Area Safety and Behavioral Requirements and Area CJIS(Criminal Justice Information System) Policy and Procedures (per FDLE VECHS User Agreement) and ensures the accuracy of the records among the District, Area, and ,WSO, and the VECHS Program.**
2. **Completes all VECHS Security and Agency Administration training.**
3. Maintains a list from all districts of who have attended the Area required training/orientation sessions including each annual training date **AAC.**
4. Shares current training spreadsheets with Alateen Coordinator prior to each AWSC and Assembly meeting. **AAC**
5. Shares **AMIAS** Member and Group Charts **status and contact information** via confidential email before each AWSC and Assembly.
6. Each year, the AAPP submits Area Recertification to WSO as required.
7. Receives **WSO Annual Update Forms** Sheets for each Alateen Group's **Sponsors/Contacts information** to **update** WSO and keeps a copy for **Area** records.
8. When Alateen group mail is returned to WSO, follow up with the Group Sponsor/Contact to ensure a new GR-3 form completed.
9. Shred all obsolete records.

****If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.**

GENERAL DUTIES

The Area Technology Coordinator maintains the Area 9 website. This website is primarily a tool to support and facilitate the service structure of Al-Anon Family Group service work in the Area. The Website also provides public, current information about Al-Anon and Alateen within the Area. As technology changes the Area website can become a living archive of service and Area business.

Requirements

1. Has a reliable computer and Internet access.
2. Willing to provide some basic training to members.
3. Has a reasonable level of understanding of web information technology and basic knowledge of web design and applicable software.
4. Has the ability to become familiar with WSO guidelines regarding Internet communications (G-40, S-66, Service Manual, the Guide Requirements to Copyright and Trademarks and Materials to post online).

Duties of the Area Technology Coordinator

1. Maintains communication with website host and troubleshoots issues in functionality.
2. Works with the Treasurer and the NFA AFG, Inc. Board of Directors to ensure Web and Email transition from Panel to Panel.
3. Ensures the domain name and hosting renewals are kept current.
4. Maintains the Administrator Login ID and password, domain name and hosting registration information.
5. Facilitates routine off-site storage of website files and documentation for data preservation
6. Provides useful and necessary information in ways that allow members to make informed decisions.
7. Coordinates and or delegates responses to all technology inquiries. Manages web email by answering emails or forwarding them to appropriate Area Officers, Coordinators or District contacts, when appropriate
8. Ensures all items on website adhere to AFG-WSO and Area specific guidelines.
9. Works with Officers, Coordinators, Task Force Chairs and Event Chairs regarding Web content and technology needs with the help of appropriate trusted servants.
10. Ensures that all documents posted to the website are free of personally identifiable information, in keeping with our Eleventh Tradition.
11. Provides and maintains email addresses for all Area Service positions and ensures the smooth transition of communications from outgoing to incoming panel members.

AREA TECHNOLOGY COORDINATOR

12. Reviews and/or contributes to topics posted in WSO AFG Connects for Area Web Coordinators.
13. Works with Area trusted servants on purchases of software and hardware to better facilitate their jobs.
14. Looks forward and evaluates new uses of technology and presents information to the Area during Area meetings.
15. Work with the Area Group Records Coordinator and Area Treasurer to facilitate online registration for Assemblies via the Area website.

****If you are unable or unwilling to adhere to the Area Job Descriptions General Duties, please do not stand for this position.**

***Currently the Technology Coordinator is a member of the Florida North Board of Directors, please read the additional duties in the General Duties section.**

“A Chairman should have leadership and organizational ability, serving rather than dictating. It is essential to be able to plan an agenda and conduct meetings in an orderly manner. Communications and cooperation with others are key elements of a good chairmanship.” 2018-2021 Al-Anon Service Manual, Page 145.

The Area Chairperson plays a dual role during the panel he/she is elected to serve.

The first responsibility is to conduct the necessary meetings and assemblies critical to handling the business of the Florida North AFG and communicate and support the elected Panel Officers, Coordinators, Event Chairs and Districts in Area 9.

The second area of responsibility is chairing the Board of Directors of NFA AFG, Inc. which is the committee assigned by Area 9 to be its legal are (Tradition 9). Plan, organize and chair board meetings necessary to maintain NFA AFG, Inc.’s legal status as a 501c3 non-profit organization recognize by the state of Florida and the IRS.

The job duties for both these functions are spelled out below with the duties shown separately under each area of responsibility.

Job Duties for Florida North Area 9 Chairperson

1. Must provide full name, address and phone number for the Florida North Area 9 Current Mailing Address (CMA).
2. Conducted three to four area meetings per year, (two Area World Service Committee (AWSC) and one to two Area Assemblies.

For these meetings:

- a. Act as Hotel Liaison; **consider using a meeting planner.**
- b. Work with Treasurer for budget review on meeting expenses
- c. Create a seating chart for AWSC and Assembly
- d. Create an agenda for each meeting. Ensure the agenda is distributed to the AWSC members and posted on the Area Website a minimum of two weeks prior to each meeting.
- e. Use the results of Thought and Task Forces to create agendas and to encourage Area business to move forward.
- f. Ensure plenty of time for the Delegate to give reports from WSO and WSC.
- g. Ask DRs to provide an estimate of attending GRs, Past Delegates and guests to ensure food guarantees and adequate seating. Deadline needed.
- h. Sign off on Banquet Event Orders (BEOs) with hotel counterpart (food and beverage orders, seating arrangements) this also includes all video/projector/mike needs.
- i. Work with the Panel Assistant or Secretary for seating placards and additional information and display tables.
- j. Prepare an assignment chart for each of the Districts for each year of the panel. This would include which District is hosting hospitality, registration, fun shop, etc.

- k. Set up pre-meeting conference calls prior to each meeting with the panel officers to gain input for agenda and any concerns.
- l. Hold and chair an additional Officer's Meeting during each of the meetings.
3. Coordinate and be the point of contact with our host hotel.
 - a. Schedule the four (or 3) area meetings for each year and possibly for the meetings after the panel ends. That is prepare the contract with the hotel for the area meetings.
 - b. Decide the room setups and hospitality rooms and order coffee, drinks, buffets where applicable (for AWSC meetings, food for working meals needs to be ordered if staying at the hotel).
 - c. Provide a Master Bill list to the hotel before each event.
 - d. Along with the Treasurer, reconcile the final hotel bill.
4. When asked, answer questions raised by members that arise in the Area between meetings.
5. Create an Ask It Basket and other opportunities for members to ask questions at Assembly or on the Website.
6. Use technology, including website, to provide all information needed for members to make informed Group Conscience decisions
7. Help members of the Area learn to use the KBDM process as a method of decision making based on our Spiritual Principles.
8. With other Officers, determine Area issues, concerns, WSO suggestions and assign a Thought or Task Force to address these issues as appropriate.
9. Create Thought and Task Forces as needed.
10. Report all results on the website available for membership.
11. Make opportunities to participate to all AI-Anon members.
12. Assist the Delegate in bringing WSO and WSC information and visitors to the Area to keep our service connection healthy.
13. If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties). (Tab 1), please do not stand for this position.

Job Duties for NFA AFG, Inc. Chairperson

1. Must provide full name, address and phone number for amendment to NFA AFG, Inc. Corporate Documents.
2. Become very knowledgeable about the Area 9 Charter.
3. Initiate and organize one or two Board of Director Meetings for NFA AFG, Inc. board of directors to maintain the corporation's legal standing as a 501c3 non-profit organization in the state of Florida and the IRS. There has to be at least one per year to maintain that status.
4. Invite guests as required to educate directors on, ie: insurance, accounting, etc.
5. Be the point of contact with a hotel if one is used for these meeting with the planning, organizing, meeting room set ups, audio/visual, food choices and master billing for rooms as well.
6. Collaborate with the BOD's Treasurer on all billing arrangements.

AREA CHAIRPERSON

7. Signatory on all NFA AFG, Inc. contracts and legal documents (i.e.: Hotel, Insurance, Archives Storage, Conventions, Alateen Functions) and any other Area events that require a contractual obligation.
8. Each year coordinate with the insurance provider to renew policy for Certificate of Insurance (COI). COI only applies to area events (AWSC, Assembly, Conventions, Area Alateen Events).
9. Serve as Chairman of the Board of NFA AFG, Inc. and along with the Treasurer and Secretary ensure that the corporation meets its legal obligations while remaining answerable to the members its serves – the Area 9 Assembly.
10. Develop (update as needed) along with the Board Members, a proper vision and mission statement or statements to reflect our Spiritual Principles.
11. Determine, as per the Area Charter, the number of board members there needs to be according to service functions. There are generally 8 – 10 members.

****If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.**

Area Literature Coordinator

The Area Literature Coordinator requires organizational and communication skills. The primary function is to act as an information conduit between WSO and the Area regarding Conference Approved Literature. It requires that the Coordinator become familiar with all Conference Approved Literature. Participates in Thought and Task Forces on behalf of the Area as a whole.

1. Disseminates information received from WSO and other Area Literature Coordinators to the Area.
2. Is familiar with WSO Guidelines G-6, G-13 and G-31
3. Participates on WSO Literature Conference Calls twice annually.
4. Creates displays of books, pamphlets, and other materials for District and Area events. Uses these at Assembly and AWSC.
5. Encourages interest in Conference Approved Literature within the Area and the Districts. Supports District LDCs.
6. Visits and coordinates with Districts upon request. The Coordinator may speak at workshops about some facets of CAL and LDC's.
7. Fields questions concerning literature from the Area or forwards questions to WSO for clarification.
8. Distributes CAL bookmarks and flyers at Area functions on behalf of WSO. Encourages use of CAL in fundraising, anniversaries and District events.
9. Informs WSO about Area literature/LDC activities
10. Requests and encourages Area members to submit sharing for new WSO CAL under development.
11. The Literature Coordinator does not have CAL inventory.
12. Requests and encourages members and groups to use CAL at meetings.
13. Informs Area members how to obtain current CAL catalog maintain a supply of order forms.

****If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.**

DELEGATE JOB DESCRIPTION

The World Service Delegate is an AI-Anon member elected at the Area Assembly to represent all the groups in their Area at the annual World Service Conference (WSC). The Delegate is the primary communication link between the groups and the World Service Office (WSO). *Service Manual p. 75*. The Delegate is the bridge of understanding that links the groups in the Area with the world AI-Anon to help them continue to function in unity. The Delegate is a servant of AI-Anon as a whole. *Service Manual p. 147*. More information on the duties of the Delegate can be found in the Service Manual pp. 146-148.

As a Delegate in this Area you will have to travel several times a year (4 Area meetings Assembly & AWSC), 2 NFA Board Meetings, SERDGT(Southeast Regional Delegates Get Together (March) and World Service Conference (April)

Area Duties (Assembly and AWSC)

1. Participate in all Area meetings, bringing reports and information from The World Service Conference.
2. Participate in Area Thought/Task Forces, committees and work groups as needed. These may be virtual.
3. While at the AWSC, chair a Friday night break out as planned by the Chairperson.
4. Attend Officers' meetings, NFA Board of Director meetings and meetings between the Area Coordinators and Officers.
5. Communicate with Area Officers between Area meetings regarding Area concerns that arise.
6. Work with the Alternate Delegate, when possible to submit a "Chosen Agenda Item" for the World Service Conference (WSC) agenda. May ask members for suggestions. Work with the Alternate Delegate to create a Legacy Light summary of Area Meetings for the website.
7. Have a working knowledge Required to have competency with in-the of-computer, virtual meeting technology and PowerPoint presentations.
8. Encourage visits to districts and district events in the Area.
9. Provides full name, address and phone number for Amendment to the NFA AFG, Inc. corporate documents. Service on the Board of Directors is an important part of the job and the Delegate needs to have knowledge of the Area corporation.

WSC Duties

1. Attend the South East Regional Delegates' Get-Together (SERDGT) once a year and give a written report of the SERDGT.
2. Throughout each of the three years, participate in WSC Committees, Thought and Task Forces on various projects assigned by the Chairman of the Board.

DELEGATE JOB DESCRIPTION

3. Attend and participate on WSC Committees, Thought and Task Forces to continue or finalize work done throughout the year, the day prior to the World Service Conference (WSC).
4. Attend and participate in the week-long World Service Conference (WSC) once a year and bring back to the Area information and decisions made each Conference through the Delegate's report.
5. Be a resource and support to members throughout the Area who contact the Delegate regarding questions and concerns members have in their groups, districts, in the Area, and with Al-Anon as a whole.
6. Understand and articulate the Conference structure, and Conference decisions.
7. Be a liaison between the Area and the World Service Conference (WSC) and WSO.
8. Gain a deeper understanding of Al-Anon as a whole and awareness of the needs of the worldwide fellowship. The Delegate will need to work closely with the Concepts and Traditions as he/she works with members, service structures, the WSO and the WSC.
 9. Knowledge of the Service Manual and the Alateen eManual are also required, the WSO Staff and the Board of Trustees assumes this in their assignments and work with the Delegates.
9. Educate the membership of the importance of finding qualified members to apply to be on the Board of Trustees and encourage members to submit resumes for the Board of Trustees. 19.

****If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.**

Convention Chairperson Job Description

The Convention is a District Hosted function. The District appoints the Chairperson. If there are multiple chairs or co-chairs only one is listed on the CMA. Event Chairs are members of AWSC and Assembly. They have voice but no vote.

A major part of the Convention Chair's responsibilities is one of coordination among the various event committees. This is 3-day event Friday, Saturday and Sunday.

Please see the Area Convention Guidelines on the Area Website for a complete list of all Convention Chair duties, as well as the responsibilities of each position on the Convention Committee.

If you are unable or unwilling to adhere to the Area Job Descriptions, (General Duties), (Tab 1), please do not stand for this position.

***Currently the Convention Chair is a member of the Florida North Board of Directors, please read the additional duties in the General Duties section.**

The Service Workshop is a District hosted function. The District chooses the Chairperson. If there are multiple chairs, there is only one listed on the CMA. Event Chairs are members of AWSC and Assembly for the term of their service. They have a voice, but no vote and their room and expenses are paid for by the Area (Area pays for one Chairperson only). The Area Service Workshop Chair is a one-year commitment.

The Chairperson will follow the Area Guidelines for this Event. Specific Duties:

1. Find a location and establish committees and coordinate to ensure the following areas are covered: decorations, set up and clean up, signage (outside and individual workshops) and contacting members to chair workshops, registration, raffle, and speaker if desired.
2. Work with the Area Treasurer to forward budgeted amount to the host District Treasurer.
3. Provide publicity (flyers/website, etc.).
4. Announce theme and location as soon as possible.

****If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties, Tab 1), please do not stand for this position.**

Special Note:

A broad range of models can be used for the Workshop: basic program principles, principles needed for service: (leadership, principles above personalities, double headed management, Concepts, Traditions, issues causing failure of Al-Anon). Information Services: Literature, Legacy, Study of Service Manual as well as other topics may also be chosen.

AREA GROUP RECORDS COORDINATOR

GENERAL DUTIES

This position involves coordinating between Florida North and WSO, primarily assisting the District Group Records Chairs with providing accurate updates on the WSO website. This generally involves 30 updates weekly that can take up to 3-4 hours weekly. This position does NOT include updating Alateen data that is under the purview of the AAPP Coordinator. In addition, this position supports Registration for Florida North Assemblies (one or two per year).

All Group Records and Registration data are now computerized, thus the following recommendations:

- Good to excellent internet connection is a necessity.
- The ability to get updates on your mobile device is a plus.
- Computer software knowledge (and willingness to expand your knowledge base) including Google Docs and Google Sheets which are strongly recommended.
- The ability (or willing to learn) to use a Square device for credit card or ATM payments (for Assembly)

WSO and Florida North Group Records Process:

- The local Group Records Chairs enter the data on the WSO site
- then WSO sends the notice to the Area Coordinator to update and assure accuracy
- The District Representatives have “view ability” with regard to WSO records but cannot edit
- Monthly updates are sent to the Districts

Additional Responsibilities: You participate in Al-Anon Family Groups (AFG) “Connects” Group Records online conversations.

ASSEMBLY DUTIES

In addition to keeping WSO records accurately updated, this position involves working in conjunction with the Area Chairman, Area Treasurer and Area Technology Chair to facilitate online and at the door Assembly Registration. This will involve approximately 2-3 hours per week during the 4-6 weeks prior to the event (as it is done now).

The Area Treasurer will provide a cash bank for you at the onset of registration. You are responsible for keeping this money safe and keeping an accurate accounting

Assembly tasks:

This position is responsible for providing the following (with assistance if possible):

- Name badges with lanyards for pre-registered attendees,
- Sign in sheets- which are broken down by district and group name.
- Prepaid meal tickets (if this continues with the next panel) for Pre-registered Members.
- Blank name badges with lanyards,
- On-site meal tickets, as available (if this continues with the next panel) for walk-in registrants.

AREA GROUP RECORDS COORDINATOR

Assembly recommendations:

- Have your computer charged and ready to refer to the On-Line pre-registration list.
- Supplies: You will need markers, pens, blank sign-in sheets, table tent cards, credit card and cash receipts forms, Hand sanitizer for the Registration table. (tape, white out and stapler are also suggested)
- You will need to be available to be at the Assembly site a few hours (3 or so) prior to the meeting start time for set up Internet and Square connection for credit card / ATM payment.
- You will be assisted by GEMS from assigned Districts at each assembly - they are a HUGE help.
- Be patient - we are all human - presume Good Will. Members will double register, order meals without registering, forget to register and think they did.
- Provide total attendee count - broken down by Voting and Non-Voting members for Each District to the Area secretary at the close of Registration on Saturday Morning
- Request members PRINT their names on the sign-in sheet so the District Representatives can read them which they will do out loud during the Assembly Session.

****If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties), please do not stand for this position.**

TREASURER JOB DESCRIPTION

Upon election, there are specific requirements to successfully transition from the outgoing Treasurer to the incoming Treasurer

1. Provides name, address and phone number for Amendment to the Articles of Incorporation.
2. Rents an anonymous mailing address. This is the official address of the Corporation, NFA AFG, Inc., and must be able to be included on public documents. Current law requires a street address, so Treasurer must use a vendor that complies with providing a street address (Post Office, UPS Store etc.)
3. Opens Business Checking and Savings Accounts at a local bank in cooperation with current Treasurer. Area Chairperson and Area Secretary sign on account. Request Debit Card for use on Area contracts (such as archives storage, web etc.)
4. Works with previous Treasurer and Area Secretary to file appropriate forms with State of Florida Division of Corporations and Florida Department of Revenue.
5. Orders/updates and/or installs software for keeping track of Area finances.
6. Works with the previous Treasurer to be sure that the computer software is fully transitioned before the previous Treasurer's email is terminated.
7. Selects a local CPA to work with. Or use the CPA firm of the previous Treasurer.

Duties of the Florida North Area Treasurer

1. Pays all Area contracts directly with Area funds. Also pays for business items of NFA AFG, Inc. (e.g.: such as Archives Storage, Website Hosting, Hotel deposits, Public Outreach orders, QuickBooks, etc. are paid on Debit Card etc.).
2. Creates and distributes reimbursement form for all Area meetings. Reimburse eligible members upon receipt of reimbursement form.
3. Collects mail from the corporate mailing address location , records contributions, and deposits funds.
4. Write receipt/Thank You Note for each contribution received. These should be mailed to the District Representative for further distribution or; if close to Area Meeting time, distributed there via the District Representative.
5. Maintains good communication with membership, frequently checking email and phone messages and returning as quickly as possible.
6. Prepares Quarterly Appeals letters for direct communication with Groups to request contributions. These are submitted with reports.
7. May chair budget or finance Thought or Task Force as needed.
8. Pays the total expense for Area Delegate to attend World Service Conference upon receipt of the WSO letter.
9. Updates budgeted amounts with actual monies spent.
10. Develops the Annual Budget based on past history and known upcoming/future items for submission to the AWSC, and final submission to the Assembly.

TREASURER JOB DESCRIPTION

11. Works with the Officers to comply with all laws of the State of Florida, in order to maintain status as a Florida Corporation and a 501(c)(3) Non-Profit Organization with the IRS.
12. Makes sure that the last budget of the Panel has sufficient operating funds for the start-up of the new panel.
13. Reconciles all accounts to bank statements and QuickBooks (or the current operating software).
14. Works with an independent member for oversight purposes each month.
15. Provides all information monthly to the CPA.
16. Works with Coordinators and Event Chairs on all banking issues. Particular attention will need to be paid for Public Outreach, Technology, Archives, and Event Chairs.
17. Collaborates with Area Group Records Coordinator and Area Technology Coordinator prior to Assembly with regard to online registration. If necessary, issue refunds for those unable to attend and requesting a refund.
18. In addition to recurring Area reports, be willing to give presentations, if requested, by the Area Chairperson or if invited by a District.

Duties as the Treasurer of the Board of Directors of the Corporation, NFA AFG, Inc.

19. Works with the Secretary and Chairperson to meet all legal obligations to maintain the corporation
20. Attend (currently) two Board meetings per year
21. Work with the CPA office to be sure that we continue to have the best accounting software for our needs
22. Review contracts and consult with the Chairperson of the Board to be sure that all looks correct - a second set of eyes, before the contract is signed.
23. Be a part of the Sunbiz.org list of officers so I can be easily verified when opening new bank accounts for conventions or conferences.
24. Continue to maintain trust in all aspects of the position.
25. Review the tax return and supporting documents with the CPA before sending for signature. Make sure that any questions are answered before the Chairperson signs.

****If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.**

Archivist Coordinator Job Description

The Archivist needs to have organizational skills and an appreciation of and importance of maintaining a historical record of activities in Area 9 – Florida North. The Archivist should have computer skills including maintaining spreadsheets and scanning.

1. Establish and maintain a storage facility for Area Archives.
2. Work with Area Treasurer for rental contract and payments.
3. Ensure facility is climate controlled as materials need to be stored at cool temperatures and able to withstand hurricane weather. The unit should not be on the ground floor if in a flood zone.
4. Create a work group or committee to assist with duties.
5. Acquire needed materials and equipment, (i.e.: shelves, files,)
6. Work with Technology Coordinator for software and hardware needs.
7. Maintain photographs and other materials and understand the methods for protecting them.
8. Establish guidelines for maintaining and disposing of materials.
9. Maintain AWSC and Assembly Reports from Officers, Coordinators and Districts for each 3-year panel. Also maintains a copy of the Conference Summary brought back by the Delegate from each WSC.
10. Use digital technology and maintain current established practices with Technology Coordinator regarding website and digital archives storage.
11. Collect “memory information” of longtime members as it applies to the Area history.
12. If warranted, assist with research questions asked by members regarding Area events, meetings, etc.
13. Display historical documents, old and new CAL, first edition books at AWSC, Assemblies, Conventions, District event by request, or any event in the Area.
14. Attend Archive workshops; keep in contact with WSO and other Archive Coordinators to broaden knowledge.
15. Use all best practices to maintain items that cannot be digitized.
16. Know and use Archives Guideline 30 and be familiar with the current Service Manual as it pertains to Archives.

****If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.**

Alateen Roundup Chairperson Job Description

This is a District hosted function. The District chooses the Chairperson. If there are multiple chairs, there is only one listed on the CMA. Event Chairs are members of AWSC and Assembly. They have a voice, but no vote and their room and expenses are paid for by the Area (Area pays for one Chairperson only).

The Alateen Roundup Chairperson must be an active Al-Anon member and a certified AMIAS. The Alateen Roundup is an Area one day event hosted by one or more Districts.

There are Guidelines on the Event and the Chairperson coordinates complying with these as well as Area Safety and Behavioral Guidelines and Requirements.

1. Choose a venue that is public, easy to find, accessible to all. Make arrangements to secure the area.
2. Coordinate signing of any contracts with the Area Chairperson.
3. Coordinate any Insurance Binder needs with the Area Chairperson.
4. Form a committee of support inside the District – including Treasurer, Registration, Publicity, and Meetings & Activities.
5. Coordinate with the Area Alateen Coordinator and AAPP so that communication with all AMIAS(s) and Alateen groups is secure, safe and protected by anonymity and safety concerns.
6. Coordinate the packet of necessary forms and permissions according to Area Guidelines and Requirements.
7. Coordinate Al-Anon members to provide food, raffle and/or boutique items for teens.
8. Coordinate Al-Anon meetings or workshops to run simultaneously for members who attend, so that the Alateen event can be for the teens.
9. Encourage AMIAS(s) to ~~work with~~ bring new teens.
10. Attends all Area meetings and communicates with Area and District Officers so that the event will have plenty of publicity options, based on WSO Alateen safety policies for publicity of Alateen events.
11. Works with the Area Treasurer if there is a need for additional funds.

****If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties), (Tab 1), please do not stand for this position.**

ALTERNATE DELEGATE

1. The main job of the Alternate Delegate is to be prepared to step into the shoes of the Delegate, should anything happen to prevent the Delegate from fulfilling his or her responsibilities. The Alternate Delegate should stay in contact with the Delegate for this purpose.
2. Acts as the Forum Representative for the Area. The Alternate Delegate encourages readership and submission of articles to The Forum . This includes encouraging members to integrate the magazine into their meetings, giving writing workshops, reporting on readership at Assemblies and presenting a Forum poster board.
3. May lead a Friday Night Break Out at AWSC meetings as assigned by the Chairperson.
4. Provides full name, address and phone number for corporate documents.
5. Acts as timekeeper for both the AWSC and the Assembly.
6. Presents the GR orientation at Assemblies. This may include working along with a couple of District Representatives (DR), to give the GR orientation at Assemblies.
7. The Alternate Delegate along with the assigned DR, selects three concerns for Assembly Red Light/Green Light topics which are presented to the AWSC. Aids in facilitating RL/GL at Assembly. See RL/GL Guidelines.
8. Attends officers' meetings and conference calls.
9. Participates in Area Thought Forces, Task Forces, work groups as assigned by the Area Chairperson.
10. **At Assembly and AWSC provides motion forms and assists members in proper formatting of motions.**
11. **The Alternate Delegate is a member of the Board of Directors of NFA AFG, Inc. and as such has legal and fiduciary oversight responsibilities as does the rest of the board members with regard to the corporation.(NFA AFG, Inc.) There are no other assigned duties unless asked to do a specific project/function assigned by the Chairperson of the Board.**

****If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties), please do not stand for this position.**

General Duties

- Required to be fluent in English and Spanish.
- Compiles and maintains a list of Bilingual Al-Anon members from around the Area to assist in translation and other activities.
- Seeks to bring understanding and unity of purpose among the Area Spanish and English-speaking groups in all the Districts.
- Acts as an information conduit between the Spanish Intergroup **Committee** and the Area encouraging communication between each group.
- Encourages Spanish Group Representatives to participate at the Area Assemblies.
- Sets up and facilitates volunteers who will use translation equipment at Area Events as required.
- Facilitates use of Spanish Tablecloth and Banners at Public Outreach events.
- Facilitates the translation of Area business meeting minutes, newsletters, website information, and other Area information and correspondence to be translated as necessary.
- Ensures that the translation equipment is used only for Area Events or used at AA events where Al-Anon has been invited to participate.
- Schedules interpreters needed for Area meetings and events.
- Responsible for maintenance of the Translation equipment. Ensures it is in good working order and batteries are available.
- **Responsible to respond to requests for information received at the Area Spanish Information Telephone line and at the Area email address (alanon.ayuda@yahoo.com)**
- **Responsible to keep track of the annual subscription of the telephone line and submit payment as required.**
- **Provides support to each of the Florida North Districts Spanish Chairs**

**** If you are unable or unwilling to adhere to the Area Job Descriptions (General Duties) please do not stand for this position**

Public Outreach Coordinator Job Description

1. Has a thorough understanding of Public Outreach as stated in the Service Manual and WSO Guidelines.
2. Encourages members to participate in the Public Outreach projects.
3. Supports District Representatives and Groups in their efforts to conduct Public Outreach services.
4. Communicates to Area Assembly and Districts all information received from the World Service Office (WSO) relative to national Public Outreach projects
5. Reviews and follows WSO Public Outreach Guidelines (Institutions) G-09, Public Outreach Guidelines (Public and Media) G-10, Public Outreach Guidelines (Professionals) G-29, and Public Outreach Guidelines (Coordinator) G-38 as well as the current Al-Anon Alateen Service Manual.
6. Conducts PO workshops at District and Area meetings (AWSC, Assemblies, etc.) as requested.
7. Works with Districts on innovative ways to use Public Outreach materials in order to carry the message of recovery to the general public, professionals and institutions. Each District may have different needs.
8. Develops at least one Area Public Outreach Project annually and presents same with associated costs to the AWSC for approval.
9. Implements and manages Area Public Outreach initiatives recommended by the AWSC and approved by the Assembly.
10. Participates in conference calls with WSO and other US and Canadian Public Outreach Area Coordinators when scheduled.
11. This position is the Point of Contact for all Public Outreach information and projects both Area 9 and SPOP. The position will facilitate all Area 9 Public Outreach Projects as spelled out in this job description. It will, as well, be the point of contact for all Area SPOP proposals initiated by a District and bring those to the NFA AFG, Inc. Board of Directors for approval.
12. This position becomes a Director of NFA AFG, Inc. due to the fact that it represents NFA AFG, Inc., the corporation, with respect to establishing contracts and representing the corporation in legal and business situations. This requires attendance at one or two

PUBLIC OUTREACH COORDINATOR JOB DESCRIPTION

Board of Director meetings each year of the panel.

13. If you are unable or unwilling to adhere to the Area General Job Descriptions (General Duties), (Tab 1), please do not stand for this position.