

Area Alateen Process Person – JOB DESCRIPTION

The AAPP Coordinator:

1. Must be certified as an Al-Anon Member Involved in Alateen Service (AMIAS).
2. Attends four Area meetings per year (AWSC and Assembly). Be prepared to attend the entire meeting. Prepares a written report for, and gives updates at the microphone at, each meeting.
3. Is a voting member of the Area World Service Committee, and serves on thought or tasks forces for the Area. These can be focused on Alateen or on other Area topics.
4. Serves as the contact person for the World Service Office for all information regarding certified Al-Anon Members in Alateen Service (AMIAS) and registered Alateen groups (active and inactive) as well as all contact information regarding Alateen Group Sponsors and CMAs.
5. Participates in communication opportunities with WSO and through AFG Connects keeps the Area information on the WSO database up to date.
6. Communicates WSO and Area Alateen information to District Representatives, District Alateen Chairpersons, and AMIASs.
7. Coordinates the annual recertification of the Area to the WSO that we are in compliance with our Area Alateen Safety and Behavioral Requirements, thus allowing our Area to use the Alateen name in our Area events.
8. Represents the Area as the contact person responsible for all requirements regarding rules and regulations around background checks as determined by the AWSC and Assembly.
9. Serves on the NFA AFG, Inc. Board of Directors as the responsible party for background check contracts and responsibilities.

The AAPP Coordinator communicates regularly with the Area Alateen Coordinator:

10. to review all Area Alateen Guidelines and Forms and brings changes and updates to the AWSC.
11. to facilitate AMIAS Training and Certification F R E S H Events (Forms Resources Experience Strength & Hope) and updates the Alateen Training Modules as needed. Assisting with District trainings and continued clear communication regarding contact information and certification compliance.
12. to coordinate with Districts supporting Alateen Conferences, Roundups and Alateen participation in Area Al-Anon events.