

Alateen Coordinator Position Duties

As Alateen Coordinator I perform various duties to ensure the safety of all youth and teens attending Alateen Meetings.

- I receive the paper work to register all new Al-Anon Member Involved in Alateen Service (AMIAS) into the World Service Group Record Program.
- I also receive, review and forward the GR-3 Alateen Group Information Form to World Service for entry into the World Service Group Record Program.
- I send out the yearly recertification notice to all active AMIAS's in NYN. Upon return I data entry any update changes in demographic information into the World Service Group Records program and reactivate them for another year. I also inactivate anyone who wishes to resign or fails to return their recertification information.
- I work with group sponsors to assist in resolving any group issues.
- Attend conference calls conducted by World Service that pertains to Alateen.
- Review and update the NYN Alateen Guidelines to ensure that we are compliant with the WSO requirements.
- Attend the yearly New York North Alateen Conference (NYNAC).
- I work closely with the NYNAC Coordinator to ensure that all requirements are being met.
- I work on updating all educational materials and coordinator educational workshops for all new and active AMIAS's in NYN.

Gratefully servant

Walt S.