

***New York North
Area Assembly
Service Position
Descriptions***

Updated May 2014

General Qualifications

All Officers and Coordinators

- Ability to communicate verbally and electronically in a timely manner.
- Adept at using email and the internet. (Computer skills are necessary in order to communicate via Email and E-Communities.
- Al-Anon/Alateen members who are also A.A. members do not hold office beyond the group level. (page 82, 2014-2017 Service Manual)

Officers

- Current District Representative (DR) or former DR who has served a 3 year term as DR and has remained active at the Area level.

General Responsibilities of all New York North Officers and Coordinators

- All positions are for a three year term.
- Attends all Area World Service Committee (AWSC) & Assembly meetings.
- Writes a monthly article for the Northern Hi Lights Newsletter.
- Is familiar with the Current Al-Anon/Alateen Service Manual, the New York North (NYN) Area Policies & Guidelines and the Al-Anon Legacies.
- Presents a verbal "2 Minute Hot Topic" report at AWSC and Assembly meetings and provides a written report electronically to the Secretary and the Web Coordinator.
- Supplies 5 hardcopies of report for AWSC & Assembly meetings. (If report is not sent to the Web Coordinator in a timely manner for posting to the NYN website, approximately 50 copies will need to be provided for the meeting).
- Keeps receipts/records of expenses for reimbursement from the NYN Treasurer adhering to the NYN Area Assembly Expense Guidelines.
- Communicates with the Convention Coordinator regarding room accommodations for Assemblies. (See the NYN Area Expense Guidelines for details)
- Maintains a position notebook to be passed on to the incoming Officer or Coordinator.
- Conducts a Service workshop or presentation relative to the position once during the 3 year term.
- Attends NYNAC (New York North Alateen Conference) once during the 3 year term.
- All Officers are 2nd party signers on checks issued by the NYN Treasurer, with Treasurer or Chair being primary signers.
- Every member of the AWSC must be registered with the Area as an AMIAS (Al-Anon Member(s) Involved in Alateen Service).
- Participates in World Service Office (WSO) Conference Calls and E-Communities pertaining to position.

Delegate

The Delegate shares Area experience at three annual Conferences that serve Al-Anon worldwide. He/she brings the views and spirit of worldwide Al-Anon to his/her Area and represents the Area worldwide. He/she must be thoroughly familiar with the Al-Anon/Alateen Service Manual.

Responsibilities

- Represents the NYN Area at the annual Al-Anon World Service Conference (WSC).
- Participates on World Service Office (WSO) committees as assigned.
- Presents a concise report of the WSC at the Spring Assembly and updated reports at the AWSC meetings and Fall Assembly.
- Notifies the WSO (Group Records Dept) when changes occur with Officers/Coordinators & District Representatives utilizing the WSO's - AWSC Update form.
- Attends the North East Regional Delegate's meeting (NERD) annually.
- Keeps Alternate Delegate informed where relevant (minimally on a quarterly basis).
- Responds to speaking requests, panels, district meetings etc, whenever possible.
- Participates in new Group Representative (GR) orientation meeting at all assemblies.
- Asks to be placed on mailing lists for District and Al-Anon Information Service (AIS) meeting minutes to keep informed of various activities throughout the area.
- Attends NYNAC each year.
- Makes area members aware of the information available on the WSO member web site.
- The delegate is a standing member of the Finance and Web Committees.
- Answers "Ask-It-Basket" questions at each Assembly.

Alternate Delegate

Be familiar with:

- G-32 Area Forum Coordinator
- F-2 Tips for GR's as Forum Representatives available from WSO.

Responsibilities:

- Cooperates fully with current Delegate sharing and learning at every level.
- Prepares to step in if the Delegate is unable to fulfill the responsibilities of attending the WSC.
- Serves as the NYN Area FORUM contact person to the WSO.
- Participates in the new GR orientation meeting at all assemblies.
- Writes a welcome letter to new groups in the Area (includes a past issue of the FORUM and FORUM subscription form with the letter).
- Acts as time keeper at AWSC & Assembly meetings.

Immediate Past Delegate - (IPD)

- Facilitates the new GR orientation meeting held at 8 AM the Saturday of Assemblies, providing a packet of new GR materials. Details of the contents are contained in the IPD New GR Notebook. (Helpful - contact the Host committee for estimate of new GR's planning to attend the Assembly)
- Attends NERD meeting with the new Delegate the first year of their term at NYN's expense and additional years if active in NYN Area Service (refer to the NYN Area Expense guidelines for specifics).
- Participates in Area committees with the purpose of sharing their ESH gained as Delegate.

Secretary

Qualifications:

- Prior experience and skills in taking minutes
- Prior computer experience using a Word Processing software program.

Responsibilities:

- Takes minutes at all AWSC and Assembly meetings
- Ensures all motion forms are completed following the procedures outlined in the "NYN Assembly & AWSC Voting Procedures" document.
- Types minutes using a Word Processing program.
- Sends copy of minutes from the AWSC and Assembly meetings to the Web Coordinator for posting on the NYN website at least 2 weeks prior to meetings.
- Reads minutes at AWSC and Assembly meetings and keeps corrected copies of these minutes.
- Keeps a count of voting members at all Area meetings.
- Reports highlights of the Assembly meetings in the Northern Hi Lights edition after the meeting and supplies a full set of minutes at the next AWSC or Assembly meeting.(Posted on website)
- Maintains a notebook and USB drive containing all minutes of AWSC and Assembly meetings to pass on to Area Archivist and succeeding Secretaries.
- Requests that the Area Officers and Coordinators send their reports to you via email. (Otherwise the Secretary will need to scan or retype the reports.)

Chairperson

Qualifications:

- Prior knowledge of the Traditions and Concepts.
- Familiar with the Al-Anon/Alateen Service Manual and NYN Policies and Procedures.
- Leadership and organizational skills.
- Be familiar with KBDM (Knowledge-Based Decision-Making) process for an Informed Group Conscience.
- Knowledge of Parliamentary Procedure is necessary to preserve order at meetings.

Responsibilities

- Conducts all AWSC and Assembly meetings
- Sets location and date for stand-alone AWSC meetings - notifies the Newsletter and Web Coordinators to post as appropriate.
- Sends notification to all AWSC members of the meeting.
- Prepares the agenda for AWSC & Assembly meetings with input from the Delegate. Suggested timeframe for sending the AWSC & Assembly agendas is at least two (2) weeks prior to the upcoming meeting.
- Provides copies of the agenda and other handouts necessary to run the AWSC & Assembly meetings.
- Brings and posts banners at all AWSC and Assembly meetings and designates a table specifically for AWSC & Assembly handouts for Officers, Coordinators and District Reps.
- Arranges for refreshments for the stand- alone Spring and Fall AWSC meetings.
- Establishes committees and task forces as needed and appoints chair people for the same.
- Works with the Secretary to keep the NYN Policy and Procedure Guidelines updated on an annual basis and distributes to members via the website.
- Brings the "Ask-It-Basket" to all Assemblies and provides time on the agenda in the afternoon for answering the questions.
- Participates in the new GR orientation meeting at all assemblies.
- The chairperson is a standing member of the Finance and Website Committees.
- For Website Continuity-the passwords and access to the back-end of the website are shared with the Chairperson.

Treasurer

Qualifications:

- Prior experience in bookkeeping, accounting and computers.
- Adept in usage of spreadsheets, internet and email.

Responsibilities

- Maintains neat, accurate records associated with issuing checks to pay NYN Expenses and receiving contributions.
- Creates a financial statement on a monthly basis that includes a list of groups making contributions to be published in area newsletter.
- AWSC and Assembly financial reporting as follows:
 - AWSC meetings: Provide a brief overview of the current financial position of NYN and update members of upcoming expenses. This includes a simple report that lists total incoming funds, total funds disbursed and current balances in each account.
 - Assembly meetings: Provides the same reports and information as for the AWSC meetings and also includes a spreadsheet showing details of Budget line items versus actual income and expenses for each month. For the Spring Assembly this will include a spreadsheet for the prior year and a spreadsheet for the current year.
- Prepares the preliminary annual budget for review at the August AWSC meeting and works with the AWSC members to make a final recommendation for approval by the Fall Assembly.
- Publishes the suggested guidelines for Group Treasurers (which includes NYN mailing address) in the Area newsletter each January.
- Sends annual or semiannual appeal letter to groups via the NHL. (Not to conflict with the WSO quarterly appeal.)
- Arranges for an annual compilation and IRS Form 990 report by an outside auditor.
- Works with host committees of Assemblies implementing convention fund guidelines.
- When a new treasurer is elected: 50 % of current funds are turned over to the new treasurer to establish a new bank account by Dec 1 of the election year and to establish a new Post Office box for receiving NYN funds.
- Arranges for all Area Officers to be 2nd party signers on all checks issued. (Treasurer or Chair will be the primary signers.)

Alateen Coordinator

The Alateen Coordinator is also the AAPP (Area Alateen Process Person) for the NYN Area.

The AAPP person should have a computer and prior computer experience as the yearly WSO re-certification is done on-line.

Be familiar with G-24, Guidelines for Area Alateen Coordinators.

Experience as an Alateen Sponsor is helpful.

Responsibilities:

- Certifies new AMIAS (Al-Anon Member(s) Involved in Alateen Service).
- Recertifies all current AMIAS each year. The WSO recertification process is done entirely on-line via the WSO website with a deadline of July 1, each year.
- Makes certain that all AMIAS are familiar with Area Safety Requirements and Guidelines.
- Keeps in touch with Area Alateen groups and sponsors.
- Coordinates with new Alateen groups, making sure that Sponsors are certified and groups know that the Alateen Coordinator is a resource of support and knowledge.
- Attends the New York North Area Alateen Conference (NYNAC) every year.
- Cooperates with NYNAC Coordinator and NYNAC Host Committee.
- Assists Area Officers and Coordinators in becoming AMIAS.

Suggestions:

- Lead an "Alateen Interest Meeting" at each NYN Assembly/Convention. (usually on Sunday morning)
- Present workshops and training for AMIAS and other members.

Archives Coordinator

Be familiar with: G30 Guidelines for Area Archives

Responsibilities:

- Collects and preserves the experience, history and memorabilia of Al-Anon/Alateen in the New York North Area.
- The Archivist is the only person permitted to take pictures at Area functions.
- Requests permission from each member(s) prior to picture taking.
- Prepares a display of "historical" memorabilia for Assemblies.
- Encourages Area Officers and Coordinators to contribute to the archives.
- Shares ideas and projects from the WSO's "Area Hi Lights" publication.
- Encourages Area Groups, Districts and AIS' s to preserve the heritage of Al-Anon/Alateen.
- Encourages the use of tape recordings at the District and Group levels to interview long-time members.

Convention Coordinator

Be familiar with:

- G-20 Guidelines for Al-Anon/Alateen Area Conventions
- NYN Guidelines for Planning an Assembly/Convention.

Responsibilities:

- Provides copies of New York North's guidelines for planning an Assembly/Convention to all host committees.
- Communicates with the host committee chair people regularly, throughout the planning and arrangement for each Assembly/Convention. This will include answering questions, assisting in problem-solving should they arise and offering support.
- Communicates with AWSC progress, agenda and timeline for each Assembly/Convention in order to maintain connection between Area and host committee.

- Communicates with the host committee, for each Assembly/Convention, the availability of a complete sound system and a LCD projector owned by the Area and stored in a central location.
- Coordinates hotel reservations for Officers and Coordinators for each assembly, utilizing the Area's tax exempt status.
- Communicates the information regarding the room reservations and cost to the NYN area treasurer to facilitate payment to hotel and collect reimbursements for roommate's portion of room. (see NYN Area Expense Guidelines)

Groups Records Coordinator

Qualifications:

- Prior knowledge of computers & Microsoft Office software is needed.
- Should be familiar with G36 Guidelines for Group Records Coordinator

Responsibilities:

- Receives updates/change requests via the GR1 form from Area Groups, Districts, AIS's & LDC's
- Updates and maintains the WSO's data base of all Al-Anon/Alateen groups within the NYN Area in a timely manner.
- Maintains an up-to-date list of all DR's, AIS reps and LDC's, and Officers and Coordinators in NYN.
- Educates DR's on how to complete the GR1 form and how to utilize the WSO database to extract information pertaining to their District.
- Responds to requests from the WSO for Area group information.
- Ability to extract information and reports from the WSO database upon request from NYN Area Officers, Coordinators, DR's and AIS/LDC's.
- Provides a yearly electronic listing of all AWSC members (Officers, Coordinators, DR's, AIS liaisons, Past Delegates and Trustees) to current AWSC members. A hard copy should be provided upon request for AWSC members that do not have a computer.
- Maintains the Northern Hi Lights newsletter recipients list (electronic & hardcopy).

- Provides mailing labels to the person or vendor that sends the hardcopy of the newsletter.
- Keeps an up-to-date map of New York North districts.

Suggestions:

- Request updates/changes via the GR1 form be done electronically.

Literature Coordinator

Should be familiar with G36 Guidelines for Area Literature Coordinators

Responsibilities:

- Encourages all members in the area to learn about the CAL (Conference Approved Literature) process and be familiar with current available material.
- Keeps CAL display up-to-date and makes available at all Area Assembly/Conventions and District and Group functions when requested.
- Keeps an updated list of all LDC's (Literature Distribution Center) in NYN and keeps the LDC's informed of that updated information.
- Makes contact and welcomes any new LDC and offers support.

Suggestions:

- Greater interaction including workshops among the Districts in the NYN Area with more opportunities to speak at same about CAL
- Present a skit at an Assembly/Convention.

Newsletter Editor / Coordinator

Should be familiar with:

- The WSO Guide to copyright and trademarks for writers, Newsletter and Web Coordinators
- G-21, WSO Guidelines for Area Newsletter Editors

Qualifications:

- Should have basic skills in written communication.
- *Adept at computer skills.*

- *Be familiar with Microsoft Publisher or newsletter publishing software.*

Responsibilities:

- **Publishes and edits the monthly newsletter** (January/February and July/August issues are combined for a total of ten newsletters a year):
 - Uses two proofreaders to help edit, including editing to protect anonymity.
 - Lists Officer and Coordinator information (including last name, mailing address, phone number, with email listed as "position @nynafg.com").
 - Sends reminder to Officers and Coordinators on the 10th of each month for articles due on the 15th of the month, including reminder of the topic of the month.
 - Sends reminders about copyrights on CAL (Conference Approved Literature) to anyone writing articles. Check *Service Manual* on "Permission to Reprint" if quoting from literature.
 - Member of the NYN Web Committee.
 - Communicates and cooperates with the NYN Group Records Coordinator who sends mailing labels to the printer and manages Northern Hi Lights newsletter subscriptions.
 - Exchanges newsletters with other Areas and communicates with other Newsletter Coordinators via *Yahoo Newsletter Editor Group*.
- **For Electronic Version:**
 - Emails finished newsletter (in PDF format), using our New York North Listserv list, to members receiving the electronic version of the newsletter. (Include notice: "Do not reply to this address. For subscriptions email: records@nynafg.com. For questions about the newsletter email newsletter@nynafg.com.)
 - Include the WSO on distribution list (areahighlights@al-anon.org).
- **For Hard Copies:**
 - Sends reminder to NYN Group Records to forward mailing labels to printer.
 - Sends finished newsletter (in PDF format) via email to printer (of choice). Printer will collate, fold and mail newsletters; and then send an invoice to the Newsletter Coordinator.
 - Scans or copies invoices, keeping one copy for yourself; and forwards one copy each to the NYN Chair and NYN Treasurer, for payment.

- For Web Version:
 - Edits out all personal information and emails a copy of the newsletter to a proofreader to check for personal information. (Web Version contains Officers' and Coordinators' first names, last initial only, and email as "position@ nynafg.com").
 - Sends final Web Version (in PDF format) to the NYN Website Coordinator for posting to the NYN Website.

- Back Up:
 - Ensures each newsletter is backed up in more than one location.
 - Each year, gives the NYN Archivist a CD or USB flash drive containing copies of the newsletters.

Suggestions:

- Editor may suggest a topic of the month for sharings connected to service.
- When space allows, include material from the World Service Conference Summary or other Area newsletters.
- Encourages sharings from District Representatives, Alateen Sponsors, Alateens and Area Information Services.
- Include a "Scavenger Hunt" question in the newsletter, based on information found in the Al-Anon/Alateen Service Manual.
- List Al-Anon events in "Calendar of Events" in newsletter as space allows.
- A committee may be formed, if necessary, to assist with the above duties.

New York North Alateen Conference **(NYNAC) Coordinator**

Qualifications:

- Should have bookkeeping and accounting skills.
- Ability to maintain neat and organized records.
- Must be a Registered AMIAS, Experience as an Alateen sponsor is helpful.
- Be familiar with NYN Area Alateen Guidelines & Requirements; G-20, Guidelines for Al-Anon/Alateen Area Conventions & G-34 Alateen Safety Guidelines.

- The incoming NYNAC Coordinator is expected to attend NYNAC with the outgoing Coordinator during the election year; expenses to be covered by NYN.

Responsibilities:

- Is flexible, open minded and willing to work with teens - this is a hands on position.
- Acts as liaison between New York North Area Assembly, the NYNAC host committee and their Group Sponsor and the Convention facility.
- Is available to answer questions and give guidance when and where needed.
- Prepares Registration and Health Permission Forms to be sent to every registered Alateen Group and NYN Officers and Coordinators.
- Requests that all forms are returned to NYNAC Coordinator at least 6 weeks in advance of NYNAC with MONEY and Notarized Permission Forms. Keeps Sponsors informed of this legal obligation.
- Coordinates room assignments.
- Keeps Area Delegate, Chairperson & Convention Coordinator well informed of any problems that may arise. A committee may be formed to assist.
- Maintains the financial records for NYNAC. This includes receiving registration fees, paying all convention expenses, and maintaining accurate records that clearly show attendance numbers, income and expenses. A complete financial report should be submitted to the Area Treasurer by March 1st following each year's conference. A verbal report to the Area's Spring AWSC & Assembly meetings & a written report to the Area Secretary
- Prepares a written report to be published in the Northern Hi Lights as soon as possible following the Conference, listing financial information and attendance numbers with a breakdown of Teens, Sponsors, NYN Officers & Coordinators & other AMIAS. A copy of the report should be sent to the Area Delegate, Chairperson, Secretary & Convention Coordinator. Copies may also be shared with both the incoming & outgoing host committees for future planning.
- Returns excess funds (any funds above the initial seed money) to the Area Treasurer. At the end of the three year term returns all funds to the Area Treasurer as soon as possible after the Convention. A new check for seed money will be issued to the incoming NYNAC coordinator.

- Cooperates with the Area Treasurer and Finance Committee for an annual review of financial records.
- Arranges with Area Treasurer for co-signing of checks. All checks should be signed by two authorized parties.
- Ensures that the NYNAC scrapbook ideas, suggestions, etc. are updated and passed along to each succeeding host committee.

Suggestions:

- Works with Host Committee to order T-Shirts (if wanted) so the price fits within the budget
- Provides paper products and a minimum of snack items to get the Snack Table up and running.

Presentation Committee Coordinator

- Maintains good communications with the Area Chairperson and Delegate concerning needs or clarification on topics.
- Solicits suggestions for skits, topics for PowerPoint Presentations, and/or workshops.
- Welcomes volunteer participation on the committee at all times.
- Encourages participation on the committee from Past Delegates and Trustees for experience, strength and hope on any given topic.
- Presentations should fall within a 30 to 45 minute timeframe. Consult Area Chairperson for time allowed.
- Maintains a notebook and USB Flash Drive with presentations to be passed on to successor.
- All presentations should be service oriented and available to Districts to use at Days of Sharing, etc. upon request.
- If AV equipment is needed, check with Area to see that it will be available.
- Notify host committee if extra rooms will be needed for a workshop.

Public Outreach Coordinator

Be familiar with:

- WSO Guidelines, G38 Guidelines for Public Outreach as well as G-10, G-14, G-29 and G-31.
- The Al-Anon/Alateen Service Manual - specifically the section related to Public Outreach.

Responsibilities:

- Acts as New York North's Liaison to the Media and Professional Community.
- Encourages NYN Al-Anon/Alateen Members and Groups to participate in Public Outreach activities at the Group, District and Area Levels.
- Suggests Public Information opportunities and project ideas throughout the Area.
- Promotes March 4th (Lois' Birthday) as an opportunity to leave a piece of Al-Anon/Alateen literature in a public place.
- Promotes April as National Alcoholism Awareness Month, September as National Recovery Month and October as Al-Anon Institutions Month.

- Maintains open communications and cooperation with Districts and AIS's to consolidate Public Outreach Activities throughout the Area.
- Refers all correspondence from the WSO to appropriate Districts.

Web Coordinator

Be familiar with:

- S-66 - FAQ's and Guidelines about Creating and Maintaining an Al-Anon Website and G-40 Guidelines for Al-Anon Web sites.
- Policy section of the 2014-2017 Al-Anon/Alateen Service Manual (Pg 24-27) regarding anonymity and the area website.
- The WSO Guide to copyright and trademarks for writers, Newsletter and Web Coordinators
- NYN Area Website Guidelines.

Responsibilities:

- Monitors the NYN website ensuring the content falls within the WSO suggested guidelines and adheres to the policies of the NYN Area Assembly.
- Maintains the NYN Online "Events Calendar".
- Responds to NYN "Contact Us" e-mails.
- Updates the NYN position Email addresses to be forwarded directly to the personal email address of the individual holding the particular position.
- Works with the Group Records coordinator to maintain up-to-date meeting information.
- Utilizes and maintains a close working relationship with the NYN Website Technical Assistant.
- Communicates website changes in a timely manner with Website Technical Assistant.
- Serve as chairperson of the Web Committee
- If a Website Technical Assistant is not available, asks for assistance in carrying out the duties of the position.
- Establishes good communication with the NYN Website committee, NYN Officers and Coordinators, DRs, GRs and Al-Anon/Alateen members to facilitate placement of appropriate information on the NYN website.

Web Technician

Responsibilities:

- Assists Web Coordinator with NYNAFG website.
- Updates the website content using information provided from the Web Coordinator. This process involves modifying existing pages, creating a new page for each Assembly meeting, upload Assembly reports, calendar event flyers and revised meeting information to web server.
- Periodically creates and downloads a file backup for the site.
- In the event of a site outage, communicates with web host provider to resolve the issue.