

New York North Area Assembly
Service Position Descriptions

Updated April 2020

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 AFG Connects.
- Al-Anon/Alateen members who are also A.A. members do not hold office beyond the group level (page 82, *2014-1017 Al-Anon/Alateen 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) and 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 and 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 and Assembly meetings. (If report is not sent to the Web Coordinator in a timely manner for posting to the NYN website, approximately 20 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.
- All Officers are 2nd party signers on checks issued by the NYN Treasurer, with Treasurer or Chair being primary signers.
- Participates in World Service Office (WSO) Conference Calls and AFG Connects pertaining to position.

Delegate

The Delegate shares Area experience at three annual World Service 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.

Qualifications:

He/she must be thoroughly familiar with the current *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 and District Representatives, utilizing the WSO's AWSC Update Form.
- Attends the North East Regional Delegates' 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.
- Makes Area members aware of the information available on the WSO member website.
- The Delegate is a standing member of the Finance and Web Committees.
- Answers "Ask-It-Basket" questions at each assembly.

Alternate Delegate

Qualifications:

Be familiar with G-32 Area *Forum* Coordinator, F-2 Tips for GRs 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).
- Notifies the district representative and the AIS whenever the Alternate Delegate welcomes a new group.
- Acts as time keeper at AWSC and 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 GRs 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 experience, strength and hope gained as Delegate.
- Chairs the State Fair Committee

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 and 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 Editor and Web Coordinator to post as appropriate.
- Sends notification to all AWSC members of the meeting.
- Prepares the agenda for AWSC and Assembly meetings with input from the Delegate. Suggested timeframe for sending the AWSC and 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 and Assembly meetings.
- Brings and posts banners at all AWSC and Assembly meetings and designates a table
 - specifically, for AWSC and 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: Provides a brief overview of the current financial position of NYN and updates 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 *Northern Hi Lights* (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 December 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.)
- Arranges with NYNAC Coordinator for opening and co-signing of checking account. All checks should be signed by two authorized parties.
- Receives the original (or a copy) of the monthly bank statement.
- Receives the annual financial report by March 1 following the NYNAC event, for review with the Finance Committee.
- The financial report will include a report of monies received and dispersed, along with an explanation of to whom and the purpose.
- Receives excess funds from the NYNAC account each year following the annual event.
- Receives all funds from the NYNAC account at the end of the three-year term. A new check for seed money will be issued to the incoming NYNAC Coordinator.

Alateen Coordinator

Qualifications:

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

Experience as an Alateen sponsor (AMIAS) is helpful.

Is required to complete the NYN Area AMIAS Certification Process if not already certified as an AMIAS.

Responsibilities:

- Works closely with the NYN Area Alateen Process Person.
- Makes certain that all AMIASs 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 groups know that the Alateen Coordinator is a resource of support and knowledge.
- Attends the New York North Area Alateen Conference (NYNAC) every year.
- Sends out updates to the NYN Alateen Handbook to all district representatives and Alateen group CMAs.
- Cooperates with NYNAC Coordinator.
- Reviews the NYN Alateen Education Module on a yearly basis making any necessary updates as needed.
- Conducts workshops and training for AMIASs and other members, based on requirements set forth in the NYN Area Guidelines.
- Takes part in all required WSO Alateen conference calls.

Suggestions:

- Leads an "Alateen Interest Meeting" at each NYN Assembly/Convention (usually on Sunday morning).

Area Alateen Process Person (AAPP)

Qualifications:

The AAPP person should have a computer and prior computer experience. Experience as an Alateen Sponsor is helpful but not required.

Responsibilities:

- Certifies new AMIASs (AI-Anon Member(s) Involved in Alateen Service) via the WSO process upon receiving all the required Area Forms set forth in the NYN Area Alateen Guidelines.
- Files and retains all AMIAS paper work upon completion of registration.
- Re-certifies all current AMIASs each year based on the NYN Area Guidelines requirements, per the WSO recertification process.
- Registers all new Alateen Groups via the WSO process.
- Files and retains Alateen Group Information Form GR-3.
- Updates Alateen Groups based on changes received on the Alateen Group Information Form GR-3 via the WSO process.
- Purges all inactive AMIAS paperwork upon six years from date of resigning from position.
- Purges all Alateen Group Paperwork six years from date that the group closes.
- Works closely with the NYN Alateen Coordinator.
- Cooperates with NYNAC Coordinator.
- Assists Area Officers and Coordinators in becoming AMIASs.
- Takes part in all required WSO Alateen conference calls.

- **Archives Coordinator**

Qualifications:

Be familiar with G-30 Guidelines for Area Archives.

Responsibilities:

- Collects and preserves the experience, history and memorabilia of AI-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 in the WSO's E-communities and AFG Connects.
- Encourages Area Groups, Districts and AISs to preserve the heritage of AI-Anon/Alateen.
- Encourages the use of tape recordings at the District and Group levels to interview long-time members.

Convention Coordinator

Qualifications:

Be familiar with G-20 Guidelines for AI-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 any arise and offering support.
- Communicates with AWSC process, 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 collects reimbursements for roommate(s) portion of room (see NYN Area Expense Guidelines).

Groups Records Coordinator

Qualifications:

Prior knowledge of computers and Microsoft Office software is needed.
Should be familiar with G-36 Guidelines for Group Records Coordinator.

Responsibilities:

- Receives updates/change requests via the GR-1 Form from Area groups, districts, AISs and LDCs.
- Updates and maintains the WSO's data base of all AI-Anon/Alateen groups within the NYN Area in a timely manner.
- Maintains an up-to-date list of all DRs, AIS reps and LDCs, and Officers and Coordinators in NYN.
- Educates DRs on how to complete the GR-1 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, DRs and AIS/LDCs.
- Provides a yearly electronic listing of all AWSC members (Officers, Coordinators, DRs, 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 and 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 GR-1 form be done electronically.

Literature Coordinator**Qualifications:**

Should be familiar with G-6 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 LDCs (Literature Distribution Centers) in NYN and keeps the LDCs 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**Qualifications:**

Be familiar with the WSO Guide to copyright and trademarks for writers, Newsletter and Web Coordinators, and G-21 WSO Guidelines for Area Newsletter Editors

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 *Al-Anon/Alateen 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; 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 and Requirements; G-20 Guidelines for AI-Anon/ Alateen Area Conventions and 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 and 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 and Assembly meetings and 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 and Coordinators and other AMIAS. A copy of the report should be sent to the Area Delegate, Chairperson, Secretary and Convention Coordinator. Copies may also be shared with both the incoming and 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

Responsibilities:

- 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

Qualifications:

Be familiar with WSO Guidelines, G-38 Guidelines for Public Outreach as well as G-10, G-14, G-29 and G-31 and 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 AISs to consolidate Public Outreach Activities throughout the Area.
- Refers all correspondence from the WSO to appropriate districts.

Web Coordinator

Qualifications:

Be familiar with S-60, FAQs and Guidelines about Creating and Maintaining an Al-Anon Websites; G-40 Guidelines for Al-Anon Websites; Policy section of the *2014-2017 Al-Anon/Alateen Service Manual* (Pgs. 24-27) regarding anonymity and the Area website; the WSO Guide to copyright and trademarks for writers, Newsletter and Web Coordinators, and 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 Web Technician.
- Communicates website changes in a timely manner with Web Technician.
- Serves as chairperson of the Web Committee.
- If a Web Technician 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, uploading 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.