



Northern California World Service Area Alternate Area Alateen Coordinator Guideline

HISTORY:

- Voted in by majority at the Northern California World Service Committee (NCWSC) meeting every three years when panel changes.

PURPOSE:

- If the Area Alateen Coordinator (AAC) cannot complete his or her term of office, the Alternate Area Alateen Coordinator (Alternate) automatically becomes the AAC.
- To assist the AAC with the needs of Alateen groups in Northern California.

AUTHORITY: (To make decisions, if applicable)

- The AAC is a voting member of the NCWSC. If the AAC is unable to attend a NCWSC meeting in person or online, the Alternate casts that vote.
- If the AAC cannot complete his or her term of office, the Alternate automatically becomes the AAC.

PREREQUISITES, REQUIRMENTS, SKILLS or TALENTS NEEDED:

- The Alternate must have served as an Alateen sponsor and is currently a certified Al-Anon Member Involved in Alateen Service (AMIAS).
- Attend four NCWSC meetings and two Assemblies each year.
- Attend Northern California World Service Area (NCWSA) Alateen Sponsors R&R.
- Plan and attend events with Alateen participation. Show support, make announcements, shine a light on Alateen service. Make a Safety Plan for the events.

DUTIES:

- To publish the Alateen Express newsletter Spring and Fall Edition for distribution at the May and October Assemblies.
- Co-Chair annual Sponsors R&R committee.
- Be the direct contact person for the Alateen Liaisons. There is one Liaison and one Alternate Liaison for each of the three sections of Northern California: North, Central, and South.
- Work as a team with AAC, Area Alateen Process Person (AAPP), District Alateen Coordinator (DAC), and the District Alateen Process Person (DAPP)
- It is strongly suggested to attend May Assembly, and it is required to attend October Assembly when Alateens are attending. When Alateens are present at Assembly, make sure that teens are kept safe. With AAC, make sure there are enough AMIAS, and do room checks for Alateens when there are overnight stays.
- Attend the annual Northern California Alateen Conference (NoCAC) committee meetings as a support to the AAC.

RESPONSIBILITIES:

- Keep these Guidelines up-to-date. Please forward any revised guidelines to the NCWSA Bylaws Coordinator and Chairperson for approval and posting to the NCWSA website.



Northern California World Service Area Alternate Area Alateen Coordinator Guideline

TIME-LINE: (If applicable)

- January through September: monthly Sponsors R&R committee meetings
- January through December: monthly DAC meetings
- February: attend NCWSC meeting
- May: attend Assembly & NCWSC meeting
- August: attend NCWSC meeting
- October: attend Assembly & NCWSC meeting
- September: attend Sponsors R&R
- January through November: attend NoCAC Fundraisers (Bashes, Beach Day, Last Chance Dance)
- November: attend NoCAC

AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:

- 5-10 hours per month for administrative work and committee meetings
- The term of office for the Alternate shall be three years.

EXPENSES:

Expense reports for travel and office expenses are submitted to the Treasurer in a timely manner and kept within the Budget submitted and approved by the NCWSC.

- Reimbursed for the NCWSC meetings when the AAC is not in attendance (hotel, meals, parking, mileage, and tolls).
- Reimbursed for October Assembly (hotel, meals, parking, mileage, and tolls).
- Reimbursed for printing and shipping expenses to publish the Alateen Express pursuant to approved budget.
- As Co-Chair of the Sponsors R&R committee, your registration fee and travel expenses are not reimbursed.
- Expenses to attend NoCAC are not reimbursed.

RESOURCES: (Tools and Equipment Needed):

- Al-Anon/Alateen Service Manual
- Alateen E-Service Manual
- NCWSA website
- email capability
- Zoom capability
- texting capability
- vehicle to attend events

FORMS USED:

- A4 Expense Reimbursement form
- B-17 NCWSA Requirements for Alateen Safety
- B-21 Alateen Liaison Guideline
- Alateen Safety Plan Guide
- Alateen Event Flyer Guide

OTHER INFORMATION: None