

The following information **DOES NOT** replace, substitute, amend, append or in any way supersede the *By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.* This information is merely intended to provide you with a knowledge of the daily activities/responsibilities involved with service in this particular position.

INFORMATION REGARDING ALATEEN CHAIRPERSON

According to the Alateen/Al-Anon Service Manual:

The Alateen chairperson should be an Al-Anon member involved in Alateen (AMIAS) and should be knowledgeable in the Area Alateen Safety and Behavioral Requirements for Alateen meetings, activities and events with Alateen involvement. The Alateen Chairperson should have leadership and organizational ability, serving rather than dictating. It is essential to be able to plan an agenda and conduct a meeting in an orderly manner. Communication and cooperation with others are key elements of good chairmanship.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. Must have current certification as an AMIAS (Al-Anon Member in Alateen Service): 90 minutes initial training plus recertification as needed.
2. Attend Board meetings on the 2nd Saturday of each month: 1-1.5 hours.
3. Attend ISR meetings on the 2nd Saturday (each odd month): 1-1.5 hours.
4. Shall be responsible for coordinating Alateen activities at local level and with the Districts: 1-2 hours/month.
5. Encourage sponsorship of Alateen meetings in San Diego County.
6. Provide Alateen information for the Intercom by the 15th of each month of upcoming events that include Alateens: 15-30 minutes.
7. Check Alateen Gmail account (sdprogramalateen@gmail.com): 3-4 times per week. Respond accordingly: 10-20 minutes.
8. Host Alateen sponsored workshops: 4-8 hours/year.
9. Early January, submit an annual written summary of previous year's activities to the Historian & Nomination Chair: 1 hour/year.

EQUIPMENT / TECHNOLOGY NEEDED

- Access to a computer with Internet connection, email (Gmail account), and Microsoft office software is helpful as most communications between Board members is done via email (through AIS San Diego Office account).
- Email address for this position: sdprogramalateen@gmail.com. Password will be provided at the time of induction.

TRAVEL

- To/From home to Board/ISR meeting location in San Diego County unless organized online.
- Other travel to Alateen meetings, District meetings, or Alateen workshops as needed.

AL-ANON REFERENCES

- By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.
- Al-Anon/Alateen Service Manual.

PREPARATION

- Meet with past Alateen Chair to discuss duties and go over questions.
- Familiarize yourself with the AFG SD Office By-Laws and the Al-Anon/Alateen Service Manual.
- Humbly ask for help from Office Manager, or other Service Board members.