

**DISTRICT 12  
VENTURA COUNTY  
AL-ANON/ALATEEN FAMILY GROUPS**

**Guidelines**

***Subject to a Vote of Approval by the  
District 12 Group Representatives... August 2023***

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## INTRODUCTION

*The District 12 Group Representatives along with the District Officers and Service Coordinators make up the Board of the District 12 Ventura County Al-Anon/Alateen Family Groups, a California Nonprofit Benefit Corporation and charitable 501 (c)(3) tax-exempt entity per the Internal Revenue Service.*

*The Group Representatives (GRs) are elected for a three-year term by the District's Al-Anon members. The Officers and Service Coordinators are then elected by the GRs, also for three-year terms. The Officers are elected to provide functional administration to the District and as such are responsible for managing the District's assets and assuring that the District activities adhere to the Al-Anon principles and Traditions. The Service Coordinators are elected to facilitate and coordinate the services needed to carry the message of Al-Anon. It is suggested that each position maintain a service binder/electronic file to preserve historical records.*

*All Officers, Service Coordinators, and Group Representatives (GRs) must live within the geographical area near Ventura County during their entire term. These positions act in accordance with the spiritual principles of Al-Anon Family Groups, while conducting the duties of their position for the District; mileage and expenses shall be reimbursed according to approved budget. The Officers and Coordinators accept additional demands on their time and possess special skills relevant to their position. The GRs are the voting members of the Board.*

*The Officers and Service Coordinators vote if they are also GRs. Members of Al-Anon in District who also are members of A.A. are not eligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole. The Officers and Service Coordinators are trusted servants who meet among themselves every other month, six times per year to coordinate and discuss their service activities. As Trusted Servants the Officers and Service Coordinators have been given decision making authority by the District's Al-Anon members and Group Representatives to carry out their services in respect of the following suggested guidelines as best they can. All members of the District are encouraged to attend Assemblies.*

## **1. District Representative (DR):**

*The District Representative (DR) is elected from among the incoming, outgoing, or active past GRs from District 12 prior to the Assembly or by caucus at the Assembly, according to the District 12 Bylaws. A DR represents only one District within the Area.*

*The DR is a District Officer and as such has duties and responsibilities to the District within the Al-Anon and WSO structure and duties and responsibilities as a corporate officer in the State of California. The DR acts as President of the 501(c)(3) non-profit corporation, oversees the Budget and Finance committees, and as such is responsible for the District assets and their use.*

*The DR helps the groups in the District understand their relationship and responsibility to the worldwide fellowship and communicate with Officers, Coordinators and members. Any incoming, outgoing, or active past Al-Anon or Alateen Group Representative (GR) who is willing to represent the district at Area World Service Committee meetings (AWSC) and Area Assembly, and who is not also a member of A.A., is eligible to serve as DR.*

*It is recommended the DR be knowledgeable of Al-Anon/Alateen suggested guidelines, Traditions and the Concepts of Service, and how to apply them in the links of service. See the "World Service Handbook" section of the Al-Anon/Alateen Service Manual.*

*The GRs in the district elect the DR. The DR assists the Delegate in passing on information about World Service Office (WSO) activities and World Service Conference (WSC) decisions to the GRs in the district.*

*The DR is also responsible for ensuring that all of the Al-Anon Members Involved in Alateen Service (AMAI's) and Alateen Groups within the District, adhere to the Area Alateen Safety and Behavioral Requirements (ASBR). If the District DAL position is vacant all of the Alateen responsibilities belong to the DR. It is suggested that the DR be a certified AMIAS, but this is not required.*

*The following are suggested guidelines for performing this service:*

1. Coordinates and attends District meetings (may include business, workshops, enrichment, etc.) at regular intervals. May call Special District Meetings as needed.
2. Is responsible for the dissemination of conference information and reports from the Area Delegate.
3. Communicates with the GRs of District to learn the views of the groups and their concerns, which, in turn, may be reported to the Area Delegate and WSO as necessary.
4. Visit as many groups as possible in District, particularly new groups, to develop and maintain relationships, provide support, and ensure they are receiving necessary information.
5. Guide the groups in applying the Traditions, which guide us in our fellowship activities.
6. Encourage participation beyond the group level.
7. Coordinate program-related service events and public outreach projects for the District.
8. Refer to resources available at [www.al-anon.org](http://www.al-anon.org) in conjunction with the *Al-Anon/Alateen Service Manual* and Al-Anon Guidelines including District Meetings (G-15), District Representatives (G-37) and Suggested Programs for Meetings (G-13).
9. Notify the Area Group Records Coordinator of group changes, new groups, or disbanded groups when the District Group Records Coordinator is vacant. Utilize the WSO online group records application.
10. Guide every group to complete and promptly return the group data sheets sent out annually to District CMAs by the WSO.
11. Facilitate education to groups related to Al-Anon's worldwide fellowship and the structure of their Assembly and WSO.
12. Become acquainted with, and available to, the Alateen Group Sponsors in the District. Encourage the Alateen groups to elect GRs to participate in District meetings.
13. Fulfill any duties as stated in the Area Alateen Safety and Behavioral Requirements (ASBR).
14. Actively participate with the District Alateen Coordinator in identifying Alateen members who are available to participate beyond the group level as the District Alateen Member Coordinator (AMC).
15. Attend Area World Service Committee meetings and Area Assemblies and report on activities within the District.
16. Verify the group's Current Mailing Address (CMA) with each GR in the District to determine accuracy. This is important to ensure that correspondence from WSO reaches the groups.

17. Act as Chairperson, and attend all District General and Service Board Meetings, currently held once per month on the Third Thursday of the month. Report relevant District, Area and WSO activity and updates to the group.
18. Attend, or ask the Alternate DR to attend, all Budget Committee and Finance Committee Meetings, currently to be called at the DR's or Treasurer's discretion, no later than August 31<sup>st</sup> of each year.
19. Encourage participation in service beyond the group level. Mentor the Alternate DR on duties of the position.
20. Develop a budget to cover the projected costs of the DR activities. Work with the Budget Committee to present the DR's Budget to the General Meeting for approval in October.
21. Refer to the Al-Anon/Alateen Service Manual for more guidance in performing this service.

## **2. Secretary:**

*The Secretary is a District 12 Officer who has duties and responsibilities to the District within the Al-Anon and WSO structure and duties and responsibilities as a corporate officer in the State of California.*

*The Secretary service is two-fold, maintaining a record of all District meetings including the official Meeting Minutes from each and acting as a central communications hub, receiving, and distributing information, announcements, flyers pamphlets, etc. to the meetings and members throughout the District via email.*

*The Secretary works closely with all District Officers and Service Coordinators and acts as a trusted servant in sending out the communications. The Secretary should have a good understanding of the Al-Anon Traditions and the District, Area and WSO working order. It is recommended the Secretary have a good knowledge of Excel, Word, Google Docs, etc. with which to do the service.*

*The following are suggested guidelines to perform this service:*

1. Attend all District Meetings, and take minutes as requested by the DR at these meetings.
2. Distribute the minutes from previous meetings within two weeks for GR or Service Coordinator approval.
3. Forward the approved minutes to the Website Coordinator for posting.
4. Maintain a permanent record of approved minutes, collecting the minutes from the previous Secretary and passing the new minutes along to the next Secretary. The permanent minutes must include the elections of all District Officers and Service Coordinators and Budget approvals, and a record of major motions/actions carried or not-carried.
5. May maintain a separate summary record of motions/actions passed or failed as well for easy reference.
6. Call a roll of voting members at each meeting to determine if a quorum is present. Also take a roll call before and after any breaks in the meeting to ensure accurate voting.
7. Send District notices and correspondence per District Officer and/or Service Coordinator requests, to the Website Coordinator and/or Social Media Coordinator to be posted on the

District Website or District Social Media. Forward a copy to the other District Officers and Service Coordinators at the same time.

8. Review District-wide and WSO communications with at least one other District Officer or Service Coordinator prior to transmittal.
9. Communicate with Officers, Service Coordinators, GRs and Members as needed and as requested by the DR and Service Coordinators, including sending out announcements, flyers, pamphlets, etc. of District and Area events by email.
10. Works closely with the District Group Records Coordinator to maintain an up-to-date contact list for all Officers, Service Coordinators, GRs and meeting CMAs and/or GRs.
11. Prepare and update a contact list of GRs in the District for the Area World Service Committee.
12. Attend all District General Meetings and District Service Coordinator Meetings. Report the Secretary's activity. Ensure the meeting minutes from all General Meetings are properly approved by a vote of the GRs.
12. Encourage participation in service beyond the group level. Mentor the Alternate Secretary on duties of the position.
13. Develop a budget to cover the projected costs of the Secretary activities. Work with the Budget Committee to present the Secretary's Budget to the General Meeting for approval in October.

### **3. Treasurer:**

*The Treasurer is a District 12 Officer who has duties and responsibilities to the District within the Al-Anon and WSO structure and duties and responsibilities as a corporate officer in the State of California.*

*The Treasurer is responsible for the collection and disbursement of monies, maintaining the financial books and records, overseeing the creating and presenting of District 12 budgets, monitoring the financial condition, and regularly reporting to District 12 membership.*

*The Treasurer office is a legal requirement of the State of California, and as such the serving Treasurer is responsible for reporting the financial activities of the District to any Federal, State, or local governmental agencies and filing any tax returns. District 12 is a 501(c)(3) non-profit corporation and the Treasurer along with the DR is responsible for maintaining this non-profit status. The Treasurer may hire an outside CPA to assist with this and other duties as they deem necessary.*

*The Treasurer should be familiar with the principles of bookkeeping and utilize the District's licensed QuickBooks Online software. The previous five years of financial records should always be maintained in the QuickBooks system.*

*It is recommended that the Treasurer be knowledgeable of Al-Anon/Alateen suggested guidelines, Traditions and the Concepts of Service, and how to apply them in the links of service. See the "World Service Handbook" section of the Al-Anon/Alateen Service Manual.*

*The following are suggested guidelines to perform this service:*

1. Meets with the incoming Treasurer prior to the beginning of the new term to facilitate transition.
2. Prepares and presents a current Balance Sheet and Income Statement. Reports financial updates at each District General Meetings and makes reports available as requested.
3. Leads the Budget and Finance Committees to develop and monitor the budget for the upcoming year. To take place no later than August 31 of each year.

4. Submits financial records for review with the Budget Committee at each Budget Committee meeting.
5. Files required government forms and payments.
6. Utilizes the provided QuickBooks Online software.
7. Is responsible for the deposit of monies and payment of bills.
8. Balances the books at the end of each month.
9. Reconciles the bank statements each month.
10. Based on information provided from Officers and Coordinators and at the direction of the Budget Committee, prepares an annual budget to be presented at the September Service Board Meeting and the October General District Meeting.
11. Follows District Bylaws requirements for the maintenance of Reserve funds. and should refer to Reserve Guideline (G-41) listed at [www.al-anon.org](http://www.al-anon.org) for guidance.
12. Communicates with Officers, Service Coordinators, and Members as needed.
13. Attends all District General Meetings and District Service Board Meetings and reports Treasurer activity.
14. Encourages participation in service beyond the group level. The Treasurer mentors the Alternate Treasurer in performance of this position.
15. Develops a budget to cover the projected costs of the Treasurer activities. Works with the Budget Committee to present the Treasurer Budget to the General Meeting for approval in October.
16. Refer to the AI-Anon/Alateen Service Manual for more guidance in performing this service.

#### **4. Alternate District Officers: Alt. DR., Alt. Secretary, Alt. Treasurer:**

*The Alternate District Representative, Alternate Treasurer and Alternate Secretary are elected Officers of District 12 and the 501(c)(3) non-profit corporation and must be duly elected by the District's GRs.*

*They provide a vital service in assisting the District. When stepping into the respective Officer position they will have duties and responsibilities to the District within the AI-Anon and WSO structure and may have duties and responsibilities as a corporate officer in the State of California*

*The Alternate Officers should be familiar with the Guidelines for their Officer position and be willing to assist the Officer as requested. The Officer and Alternate Officer form an important team in carrying out the services of the position. The Alternate Officers should attend the District Meetings along with the Officers. All District members are encouraged to attend Area Assemblies.*

*Alternate District Representative (ADR) duties:*

- A. Welcomes all new Group Representatives (GRs) and assists them in registering with SCWS using the online form.*
- B. Communicates with the District Group Records Coordinator and District Secretary regarding all new GRs.*
- C. Collects, researches, and presents District Ask-It-Basket questions.*
- D. Organizes and oversees an annual District event to promote District fellowship (traditionally referred to as the Gratitude Fair).*
- E. Attend Area Assemblies*

The Alternate Treasurer is a signatory on the District bank accounts in addition to the Treasurer, DR and Alternate DR along with any others authorized by the Bylaws to do so.

## **5. Group Representative (GR):**

The Group Representative (GR) is an Al-Anon/Alateen member who is elected by their Group to represent the Group in Al-Anon/Alateen. The GR performs this service as liaison between the Group and District, and also between the Group and Area during Assembly. Each Group has one vote at District and Area Assembly meetings; thus, a GR may only represent one Group. The GR has one voice, one vote at these meetings.

The GR should have a basic knowledge of Al-Anon/Alateen Traditions and Concepts of Service. An Al-Anon member who is also a member of A.A. is not eligible to serve as GR or Alternate GR.

The GR is elected for a three-year term. Groups may elect an Alternate GR (AGR) to serve concurrently, however at District meetings and Area Assembly a single vote may be cast to represent the Group vote. If the GR and AGR are both in attendance, the GR casts the vote.

*The following are suggested guidelines to perform this service:*

1. Attend the SCWS Orientation prior to Assembly for GR Orientation and utilize the SCWS website for current materials [scws-al-anon.org](http://scws-al-anon.org).
2. Become familiar with the current edition of the Al-Anon/Alateen Service Manual (P-24/27), the Group Representative Guideline (G-11), and the Southern California World Service (SCWS) Area Assembly schedule.
3. Attend all District 12 General Meetings and Area Assemblies and report information back to the Group membership that you represent. Votes on behalf of the group.
4. Keeps the AGR informed to ensure the Group is represented if the GR is unable to attend a District or Area Assembly meeting.
5. Ensure that the Group meeting information is updated, registered appropriately (utilizing online SCWS Group Records Change Form at [scws-al-anon.org/group-records/al-anon-group-change-form/](http://scws-al-anon.org/group-records/al-anon-group-change-form/)).
6. Maintain need-to-know information for your Group which includes the names, email addresses, telephone number and other contact information of the following: District Representative, Alternate District Representative, District Officers (Secretary, Treasurer, etc.), District Service Coordinators/Chairpersons (Public Information, Public Outreach,

Archives, Alateen, etc.), Area Delegate and Officers, and Literature Distribution Center (LDC).

7. Encourage Group members in participation, use and benefits of, and sharing information related to The Forum [al-anon.org/pdf/F2.pdf](http://al-anon.org/pdf/F2.pdf).

## **6. Alateen Coordinator:**

*The Alateen Coordinator assists local Al-Anon members, Alateen Meeting Sponsors, and Alateen members in growing and developing Alateen in District 12. They work closely with the District Alateen Liaison (DAL) and help address problems or concerns arising in groups. The Alateen Coordinator uses the Al-Anon principles, Conference Approved Literature (CAL), the Al-Anon/Alateen Service Manual, World Service Office (WSO) Guidelines, and Southern California World Service (SCWS) Area Alateen Safety and Behavioral Requirements (ASBR) when working with others.*

*It is suggested that the Alateen Coordinator have a strong Al-Anon program with regular group meeting attendance, reading of CAL literature, and be, or have been, involved as an Alateen Group Sponsor or Coordinator. Additionally, patience, tolerance, acceptance, and most importantly, a lot of love for Alateen and Alateens makes this an enjoyable position.*

*The Alateen Coordinator must be an Al-Anon Member Involved in Alateen Service (AMIAS) and be familiar with the WSO and SCWS ASBR. The District Representatives (DR) is responsible for all Alateen activity in the District, so the Alateen Coordinator must work closely with the DR keeping them informed and up-to-date on District Alateen activity at all times.*

*The overall duties of the Alateen Coordinator are the following:*

- A. Promote the growth of new and existing Alateen groups in District.
- B. Encourage awareness and participation of Al-Anon members to become certified Alateen Sponsors (AMIAS).
- C. Cooperate with SCWS, WSO Alateen Coordinators and District Alateen Liaison (DAL).
- D. Cooperate with other District Officers.
- E. Be aware of all commitments and obligations of the position and follow through appropriately.

*The following are suggested guidelines to perform this service:*

1. Introduce themselves to the SCWS Alateen Coordinators and familiarize themselves with the SCWS Alateen program, goals, and services.
2. Maintain communication with SCWS Alateen on an ongoing basis and participate in Area Alateen activities.
3. Meet with local AI-Anon members, educate them about Alateen, and help them get involved in Alateen and become an AI-Anon Member in Alateen Service (AMIAS).
4. Build a team or committee of AMIAS's to help carry out the Alateen Coordinator services.
5. Coordinate with the DAL and SCWS Alateen Coordinator to hold at least one AMIAS training/recertification workshop annually in accordance with SCWS.
6. Become familiar with all existing District 12 Alateen meetings in the community and in the schools, where and when they meet, and who are the Alateen Sponsors (AMIAS's) of each meeting.
7. Support Alateen Meeting Sponsors and visit all District Alateen meetings at least once per year.
8. Meet with all District Alateen Meeting Sponsors and other AMIAS's on a regular basis (at least quarterly).
9. Assist in getting new Alateen meetings started, both in the community and at local schools. Work with the SCWS Alateen Coordinators to learn how this is done.
10. Coordinate Workshops in District 12 with SCWS Alateen Coordinators that comply with all WSO Guidelines, SCWS Guidelines, and Alateen Behavioral & Safety Requirements for all local AMIAS's and Alateens at least once per year. Work with the SCWS Alateen Coordinators to learn how this is done. Attend SCAC and other annual SCWS Alateen events. There will be at least one.
11. Encourage Alateen participation at District meetings and local events.
12. Encourage Alateen speakers to speak at regular AI-Anon meetings if and when such opportunities arise. Offer this to groups if and when appropriate.
13. Work with various District 12 Service Coordinators regarding Alateen participation.
14. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month.
15. Report Alateen activity and events at each meeting. Provide information about Alateen that the GRs can carry back to their respective groups.

16. Keep the groups and Al-Anon members informed of Alateen activity and events and encourage Alateen literature be sold at each meeting.
17. Develop a budget to cover the projected costs of Alateen activities. Work with the Budget Committee to present the Alateen Budget to the General Meeting for approval in October.
18. Refer to Alateen Conferences (G-16), Starting an Alateen Group (G-19), Al-Anon/Alateen Area Conventions (G-20), Area Alateen Coordinators (G-24), Alateen Safety Guidelines (G-34) listed at [www.al-anon.org](http://www.al-anon.org), the Alateen Services E-Manual and the SCWS ASBR.

## **7. Alateen Member Coordinator (AMC):**

*Alateens are members of the Al-Anon Family Groups who have suffered because of the alcoholism of a loved one. They have come to Alateen seeking recovery. Before recovery can take place, an environment of trust and safety must exist. Al-Anon and Alateen members expect a safe and pleasant environment when they attend a meeting. It is the responsibility of Al-Anon and Alateen as a whole to work together to maintain a safe, loving, healthy, and supportive environment.*

*Alateens are generally between the ages of 12 and 18 (19<sup>th</sup> Birthday). They are members of the Al-Anon fellowship who choose to participate in Alateen meetings and events.*

*The Alateen Member Coordinator (AMC) is appointed by the Alateen Coordinator and/or the District Representative (DR) and works under the guidance of the District Alateen Coordinator. The AMC must be an Alateen Member, it is suggested, for at least one year and be willing to abide by the Area Alateen Safety and Behavioral Requirements (ASBR). The AMC should have a basic understanding of the Alateen and Al-Anon program, be willing to communicate effectively with other District Service Coordinators and Officers and be able to maintain confidentiality of non-public information. A driver's license is suggested to provide transportation for self (and others if legally allowed).*

*The overall duties of the AMC are the following:*

- A. Act as the liaison between the District Alateen members and the District.
- B. Bring concerns about meetings, District and Areas policies, etc. to the Alateen Coordinator and/or DR, as appropriate. Work directly with the Alateen Coordinator in order to ensure the safety of Alateen members, meetings, events, and the Alateen program.
- C. Show up on time to meetings or send a Representative. Contact the DR with a position report if unable to attend. Be accessible, available, responsive and flexible.
- D. Communicate transportation needs to the Alateen Coordinator, in advance, to meet responsibilities for self and other Alateens needed for service commitments.

Provide transportation for self (and any others legally allowed) if in possession of a driver's license and comfortable doing so.

- E. Foster awareness that Alateen is part of Al-Anon and that whether or not an Alateen meeting is available, young people are welcome to attend Al-Anon meetings.
- F. When attending meetings, conventions and/or any events make sure the AMC and all Alateens are accompanied by their parent/legal guardian and/or an AMIAS.

*The following are suggested guidelines to perform this service:*

1. Work with the District Alateen Coordinator to host Alateen service awareness and training workshops to encourage and include Alateens' participation in service positions.
2. Attend events with the Coordinators of Public Outreach, Cooperating with the Professional Community and Institutions.
3. Arrange and coordinate Alateen members needed for panels and outreach upon request.
4. Encourage Alateen participation at District meetings and Area Assemblies; and acknowledge Alateen GRs (GRs) who attend Assemblies.
5. Meet with the outgoing AMC for orientation and training, as needed.
6. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month.
7. Cooperate with the Alateen Coordinator to report Alateen activity and events at each meeting. Provides information about Alateen that the GRs can carry back to their respective groups.
8. Keep the groups and Al-Anon members informed of Alateen activity and events and encourage Alateen literature be sold at each meeting.
9. Work with the Alateen Coordinator in developing a budget to cover the projected costs of Alateen activities.
10. Become familiar with the SCWS ASBR, Alateen Guidelines (G-16, G-24, G-34), Alateen Policy in current Al-Anon/Alateen Service Manual, Alateen e-Manual (available on the WSO website <http://al-anon.org/members/Alateen/Alateen-service-manual>), Knowledge-

Based Decision-Making (KBDM), and the pdf document “*Let’s Talk about Safety in Al-Anon Meetings!*” on al-anon.org.

## **8. District Alateen Liaison (DAL):**

*Southern California World Service (SCWS) encourages each District to elect or appoint a certified AI-Anon Member Involved in Alateen Service (AMIAS) to serve as a District Alateen Liaison (DAL) to assist the District Representative (DR).*

*The DR and DAL are the only people authorized to approve New AMIAS applications for their District. Each DR/DAL may use discretion when deciding whether or not to sign the application per their District process. The Authorized Signature role validates that the AMIAS has met the Area requirements to the best of their knowledge.*

*The DAL must be an AMIAS and be familiar with the WSO and SCWS Alateen Safety and Behavioral Requirement guidelines (ASBR). The DR is responsible for all Alateen activity in the District. The DAL must work closely with the DR, maintain up-to-date records and contact information for all Alateen meetings, AMIAS, events, etc. in the District and along with the Alateen Coordinator keep the DR informed on all Alateen activity in the District at all times.*

*The DAL along with the DR is accountable for the adherence to the most current policies and procedures relating to all Alateen safety issues at all District Alateen events and works closely with the Alateen Coordinator to assure compliance. The DAL should be very familiar with the SCWS ASBR.*

*The following are suggested guidelines for providing the service.*

1. Visit each Alateen meeting in the District at least once annually to offer support and verify compliance with the ASBR.
2. Meet with prospective AMIASs and provide a list of contacts to the applicant. Assist the applicant and the Alateen Area Process Person (AAPP) to complete the application. The list of contacts will include DR, DAL, Area Alateen Sponsor Coordinator (AASC), AAPP, Area Alateen Events Coordinator (AAEC), Area Alateen Communications Coordinator (AACC), Area Chairperson, Area Delegate, and SCWS website. The Area AMC can be contacted through the AASC.

3. Work with the DR to approve new AMIAS applications and submit all completed forms electronically to the SCWS AAPP. Complete any incomplete applications that are returned by SCWS. (Photographed documents will not be accepted).
4. On behalf of the DR keep the SCWS AAPP apprised of any changes in contact information for the current DR and DAL for the District, as well as any changes to meetings and AMIAS.
5. Reconcile the list of all Alateen meetings and AMIAS within their District as provided by the SCWS AAPP.
6. Along with the DR and Alateen Coordinator, keep all information relating to the AMIAS confidential, except when disclosure is authorized in keeping with the provisions outlined in the ASBR.
7. Work with the Alateen Coordinator to host or partner an SCWS AMIAS Recertification Workshop at least once during each SCWS panel.
8. Notify the Alateen Coordinator and Alateen Group Sponsor and the affected Alateen meeting when the Group Sponsor's certification becomes inactive.
9. Work with the Alateen Coordinator and DR to attempt to resolve Alateen issues in the District and request assistance from the AASC with unresolved issues. See the ASBR Alateen Complaints & Appeals section for further information.
10. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month and report to the group as appropriate.
11. Develop a budget to cover the projected costs of DAL activities. Work with the Budget Committee to present the DAL budget to the General Meeting for approval in October.
12. Refer to Alateen Conferences (G-16), Starting an Alateen Group (G-19), Al-Anon/Alateen Area Conventions (G-20), Area Alateen Coordinators (G-24), Alateen Safety Guidelines (G-34) listed at [www.al-anon.org](http://www.al-anon.org) and the Alateen Service E-Manual.

## **9. Archives Coordinator:**

*The Archives Coordinator preserves the experience, history and memorabilia of the AIAnon fellowship in the District as outlined in the Area Archives Guidelines. This history is preserved so as to be available to the membership and a researcher, within the framework of our Traditions, for the good of AI-Anon as a whole.*

*The Archive Coordinator should have a good understanding of AI-Anon's Steps and Traditions, and only include Conference Approved Literature and other historical items in displays.*

*The Archives Coordinator should utilize the resources and the Traveling Archives from SCWS, along with the District's own archival materials, to present AI-Anon's history to the membership at District events and conventions, etc.*

*In addition, the Archives Coordinator is a resource, providing members with access to historical records of the origins and development of AI-Anon Policies and Guidelines.*

*The Archives Coordinator is responsible for maintaining the storage unit where the archives are kept, along with other District records, equipment and supplies.*

*The following are suggested guidelines for performing this service:*

1. Assemble, maintain, and store the historical artifacts and records for the District, some of which may be scanned and stored electronically.
2. Maintain the District Archives and protect it from damage, ensure cleanliness.
3. Encourage AI-Anon Members to contribute historical material.
4. Collect current materials and artifacts and add them to the archives for historical preservation (e.g., round-up/convention flyers and programs, District event flyers, schedules, announcements, service programs, institution meetings, etc.)
5. Introduce new and old Conference Approved Literature to the GRs.
6. Assist District in displaying the Archives at AI-Anon events in the District and ensure the events follow the AI-Anon Traditions and WSO and SCWS guidelines.
7. The Archives Coordinator may develop a display for events that is easy to transport, setup, and take down. The Archives Coordinator is responsible for returning all Archive material back to storage in good condition.

8. Communicate and cooperate with SCWS and WSO Archive Coordinators and utilize their resources and materials when available.
9. Maintain group meeting history and coordinate with the SCWS Archives Coordinator.
10. Include Alateen materials, including its history in the archives and archive displays, etc.
11. Maintain and organize the District storage, keeping a lock and key, address, etc. Know how to contact the storage managers. Aid the Treasurer to ensure rent is paid. When requested, assist the Treasurer, Secretary, DR, and other Service Coordinators to store any records, equipment, and supplies in the storage unit.
12. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month, and report Archive activity and updates to the group.
13. Encourage participation in service beyond the group level. Act as the Chairperson for any Archive committee that is formed.
14. Develop a budget to cover the projected costs of the Archive activities. Work with the Budget Committee to present the Archive Budget to the General Meeting for approval in October.
15. Refer to Area Archives (G-30) listed at [www.al-anon.org](http://www.al-anon.org).

## **10. Cooperating with the Professional Community Coordinator (CPC):**

*The Cooperating with the Professional Community Coordinator works with local professionals to further the Al-Anon goal of attracting to our program those whose lives are or have been affected by someone else's drinking.*

*The CPC Coordinator communicates with local professionals either individually or through their professional associations, networking groups, committees, etc. They strive to develop name recognition and credibility for Al-Anon as a community resource so that professionals may be willing to inform those they serve about Al-Anon, who we are, what we do, and how to get in touch with us.*

*The CPC Coordinator should become familiar with World Service Office (WSO) and Southern California World Service (SCWS) Public Outreach guidelines and resources. Pertinent policies are detailed in the Al-Anon/Alateen Service Manual/Policies/Digest of Al-Anon and Alateen Policies/Public Outreach. The WSO and SCWS websites offer information to help with this service. The CPC Coordinator is responsible for ensuring that all information provided to professionals adheres to the Al-Anon message and Traditions.*

*The following are suggested guidelines for performing this service:*

1. Be a resource for the membership in carrying the message of Al-Anon to the professional community.
2. Develop, maintain, and utilize a variety of resources to carry the message.
3. Speak with professionals individually or to their professional groups, conventions workshops, etc. Offer to hold panels for professional groups and/or communicate with them through the mail. Districts and other service arms can host public meetings, inviting members of the professional community.
4. Coordinate Al-Anon member volunteers to participate and outreach with professionals. Which may include therapists, counselors, teachers, doctors, lawyers, police, members of the clergy, treatment centers, county health workers, child family services, etc.

5. Encourage Al-Anon members to share the benefits of Al-Anon with members of the professional community with whom they come into contact. These one-on-one relationships provide the professionals with credible evidence of the benefits of Al-Anon's program of recovery and may encourage them to learn more about Al-Anon and recommend the Al-Anon program to others.
6. Al-Anon does not endorse any outside enterprise or professional, but "professionals may endorse the Al-Anon program without violating the Traditions, provided they do not reveal Al-Anon membership".
7. Distribute the *Fact Sheet for Professionals* and Al-Anon Conference Approved Literature, such as *Al-Anon Faces Alcoholism*.
8. Arrange for Al-Anon literature to be available at professional venues, utilizing only conference approved posters, literature and following WSO policies and procedures.
9. Develop a list with contact information of local professional groups where Al-Anon information may be used. Keep a record of all speaker engagements and other communication that has taken place.
10. Circulate sign-up sheets for CPC volunteers and work with the Website Coordinator and other Service Coordinators in attracting and facilitation volunteers to sign up for the service.
11. Attend all District General Meetings and District Service Board Meetings and report CPC activity.
12. Encourage participation in service beyond the group level. Act as the Chairperson for any CPC committee that is formed.
13. Develop a budget to cover the projected costs of the CPC activities. Work with the Budget Committee who will help you to present the CPC Budget to the General Meeting for approval in October.
14. Refer to Guidelines for Area Public Outreach Coordinator (G-38), Public Outreach to the Professionals (G-29), and Public Outreach Service (G-10) listed at [www.alanon.org](http://www.alanon.org).

## **11. Group Records Coordinator:**

*The Group Records Coordinator cooperates with the District Representative (DR) and SCWS Area Group Records Coordinator to maintain a local listing of all relevant group records, District Officers and Service Coordinators, past and present.*

*The Group Records Coordinator is encouraged to build a team or committee of people to assist with this service and maintain continuity upon the rotation of leadership. It is suggested that this coordinator has organizational skills, to details, general computer skills, and the ability to communicate by email.*

*The following are suggested guidelines to perform this service:*

1. Work in cooperation with the DR and the Area Group Records Coordinator regarding Al-Anon group records including: maintain a list of all groups and meetings in the District, meeting names, meeting addresses, times, types and WSO registration numbers.
2. Work with the SCWS Area Group Records Coordinator to assist all meetings in the District to follow the SCWS Group Records policies to provide the SCWS Group Records Coordinator with updates to any changes. Become familiar with the Area Group Records Coordinator responsibilities per Al-Anon guidelines (G-36) listed at [www.alanon.org](http://www.alanon.org).
3. Maintain a list of all meeting secretaries, GRs, Alternate GRs, and Current Mailing Addresses (CMA's).
4. Maintain a list with contact information for all District Officers, Service Coordinators and Committee members.
5. Work with the Website Coordinator to ensure the website site posts the most current and accurate meeting information available. Work with the SCWS Group Records Coordinator to maintain a process in compliance with the SCWS policies and procedure.
6. Work with the Public Information Coordinator to ensure that all meetings listed in Ventura County are registered and listed with their associated WSO ID number and current group information.
7. Communicate with Officers, Coordinators, and Members as needed.
8. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month.

9. Encourage participation in service beyond the group level.
10. Develop a budget to cover the projected costs of Group Records activities. Work with the Budget Committee to present the Group Records Budget to the General Meeting for approval in October.

## 12. Institutions Coordinator:

*The Institutions Coordinator works with local institutions to further the AI-Anon goal of attracting to our program those whose lives are or have been affected by someone else's drinking, so that those who want our program can find the help and hope we offer.*

*The Institutions Coordinator arranges AI-Anon meetings and panels in our local institutions and strives to develop name recognition and credibility for AI-Anon as a community resource.*

*The Institutions Coordinator should become familiar with WSO and SCWS Public Outreach guidelines and resources. The WSO and SCWS websites offer information to help with this service.*

*The Institutions Coordinator is responsible for ensuring that the information provided to Institutions adheres to the AI-Anon message and Traditions.*

*When working with institutions, doing a few things that can be maintained over time may be better than many things that cannot be sustained. One-time events may be better than creating expectations of on-going events that die out or lack momentum.*

*The following are suggested guidelines to perform this service:*

1. Arrange for ongoing regular AI-Anon meetings or panels in local institutions.
2. Arrange for individual introductory meetings or panels in institutions.
3. Coordinate the panels to visit the institutions when meetings are scheduled.
4. Inform local institutions about the benefits of AI-Anon as a community resource (who we are, what we do and how to get in touch with us).
5. Maintain relationships with institutions that have expressed an interest in receiving information about AI-Anon/Alateen.
6. Offer AI-Anon literature to institutions to hold on display or to distribute. Provide the literature and maintain an inventory on hand for them.
7. Facilitate the necessary steps in helping volunteer members in the process required to perform this service in institutions.

8. Research, develop and maintain a list of local institutions that may be interested in working with Al-Anon.
9. Contact local institutions via their members, groups, committees etc. to create and maintain new ongoing relationships with those institutions that may utilize from information about Al-Anon/Alateen.
10. Create and coordinate a list of Al-Anon members interested in sharing their experience, strength, and hope on panels.
11. Circulate sign-up sheets for institution meeting volunteers and work with the Website Coordinator and other Service Coordinators in attracting and facilitating volunteers to sign up for the service.
12. Keep the Website updated with news about Institutions activity.
13. Maintain up-to-date contact information of all institutions where meetings are or have been held and the Al-Anon members who served them.
14. Work with AA Hospitals & Institutions. Represent District 12 Ventura County Al-Anon/Alateen Family Groups at AA H&I events where Al-Anon participation is welcome.
15. Keep the membership informed about local AA H&I events and conventions open to Al-Anon members or the general public.
16. Attend all District General Meetings and District Service Coordinator Meetings and report Institutions activity.
17. Encourage participation in service beyond the group level. Act as the Chairperson for any Institutions committee.
18. Develop a budget to cover the projected costs of the Institutions activities. Work with the Budget Committee to present the Institutions Budget to the General Meeting for approval in October.
19. Refer to Al-Anon/Alateen Public Outreach Service Outreach to Institutions (G-9), Services in Correctional Facilities (G-14), and A Meeting on Wheels (G-22) listed at [www.al-anon.org](http://www.al-anon.org).

### **13. Literature Distribution Center (LDC) Chair:**

*The Al-Anon Literature Distribution Center (LDC) provides Al-Anon members with local access to Al-Anon Conference Approved Literature (CAL) including books, pamphlets, booklets, kits, posters, films, and other Al-Anon material. The LDC and World Service Office (WSO) work in partnership to carry the message of hope and recovery through our CAL and service tools. When registered with the WSO as a LDC, an LDC may maintain a stock of CAL to sell. The District 12 Ventura County LDC exists as an entity with financial accountability to the District.*

*An LDC's surplus earnings are used to support other local Al-Anon services.*

*Therefore, we share our experience at meetings by announcing that when you buy from your local LDC, you support your local services.*

*The following are suggested guidelines to perform this service:*

1. Served on the LDC committee prior to stepping up to the chair position. The position is for two years. It is suggested that you serve as a co-chair first and then move into the chair position.
2. Should ensure that appropriate insurance including bonding for paid or volunteer workers is purchased and maintained by the District in order to operate the LDC per Al-Anon Guidelines.
3. Communicates with the Website Coordinator to provide updates to the Literature page for the Ventura County Al-Anon Family Groups website.
4. Prepare agenda and lead monthly LDC committee meetings prior to monthly District meetings.
5. Give a report at LDC committee meetings sharing pertinent information from the last District meeting.
6. Attends all District meetings. Is a liaison to District for the LDC and gives a LDC report at District meetings.
7. Reports of operations, inventory, income and expenses should be submitted to the District. Provide monthly financial reports to DR and Treasurer. Responsible for collection, reporting and payment of sales taxes.
8. Coordinates LDC activities with those of the District and/or Area.
9. Volunteers once a month at the LDC.

10. Provides guidance to other LDC committee members as needed.
11. Ensures and maintains the LDC according to *Al-Anon Guideline Literature Distribution Centers (G-18)*.
12. Screen office email for LDC Update memos via e-Communities for LDCs with important news-related items.
13. Introduce new and old CAL to GRs.
14. Encourage participation in service beyond the group level.

#### **14. Public Information Coordinator:**

*The Public Information Coordinator assists the membership in bringing information about Al-Anon to the general public, outside of institutions and the professional community.*

*The Public Information Coordinator also helps provide information to the general public as to how, when and where they can attend an Al-Anon meeting.*

*The Public Information Coordinator should become familiar with World Service Office (WSO) and Southern California World Service (SCWS) Public Outreach guidelines and resources.*

*The Public Information Coordinator is responsible for ensuring that the information provided to the public adheres to the Al-Anon message and Traditions.*

*The following are suggested guidelines to perform this service:*

1. Be a resource for the membership in carrying the message of Al-Anon to the public.
2. Develop, maintain, and utilize a variety of resources to carry the message.
3. Engage the DR and Service Coordinators to represent Al-Anon at public fairs, events, and public venues utilizing only conference approved literature and members to participate in the events. Coordinate the logistics and work with the District Treasurer to reconcile any fees.
4. Work with the DR and WSO to facilitate the use of public billboards to carry the message in the District, utilizing only conference approved billboards and following all WSO policies and procedures. Work with volunteers as needed and handle all aspects of implementation and take down. Work with the District Treasurer for the payment of any fees.
5. Work with DR and WSO to arrange for the use of public service announcements (PSA), paid advertisements, interviews on radio, TV, theaters, newspapers and magazines to carry the message in the District. Only conference approved PSAs may be used in this service. Work with the District Treasurer for the payment of any fees.
6. Develop a list with contact information of County Health Fairs and public events where Al-Anon may participate.

7. Work with the Group Records Coordinator updating and publishing meeting directories for District. Print and distribute at District meetings.
8. Meeting information may also be printed in church bulletins, newspapers, and other venues for sharing public information.
9. Maintain the District telephone answering service.
10. Maintain a telephone listing in the local telephone directory or online as practical.
11. Work with the Website Coordinator and other Service Coordinators in attracting volunteers to sign-up for the hotline service. Annually generate a list of volunteers willing to receive these phone calls. Act as a liaison between the volunteers and the answering service.
12. Attend all District General Meetings and District Service Coordinator Meetings and report Public Information activity.
13. Encourage participation in service beyond the group level. Act as the Chairperson for any Public Information committee.
14. Develop a budget to cover the projected costs of the Public Information activities. Work with the Budget Committee to present the Public Information Budget to the General Meeting for approval in October.
15. Refer to Guidelines for Area Public Outreach Coordinator (G-38), Public Outreach to the Professionals (G-29), and Public Outreach Service (G-10) listed at [www.alanon.org](http://www.alanon.org).

## **15. Round Robin Coordinator:**

*The Round Robin Coordinator assists District groups in conducting special meetings where all members of the District are invited to attend. Round Robins encourage people to attend meetings they normally don't go to. They are special, possibly longer meetings. They typically include refreshments, a special format, and a theme.*

*The Round Robin encourages fellowship, recovery and unity within the Al-Anon community.*

*The Round Robin Coordinator assists the meetings hosting a Round Robin, along with publicizing and coordinating the event.*

*The following are suggested guidelines to perform this service:*

1. Encourage Ventura County groups to host Round Robins.
2. A suggested goal to hold quarterly Round Robins within the District.
3. Publicize the event by distributing flyers to GRs and trusted servants announcing and encouraging participation, posting information on District website.
4. Provide support and guidance to the group in how to achieve the following: solicit volunteers to participate, coordinate service positions, and set a budget for the event. Determine the meeting length, format, and particular theme. Refer to Round Robin binder for historical background.
5. Ask the meeting for volunteers to collect a suggested donation at the door and at the end of the meeting, share half with the meeting and provide half to the District Treasurer.
6. Attend all District General Meetings and District Service Board Meetings and report Round Robin activity.
7. Encourage participation in service beyond the group level. Act as the Chairperson for any Round Robin committee.
8. Develop a budget of the Round Robin activities. Work with the Budget Committee to present the Round Robin Budget to the General Meeting for approval in October.

## **16. Scoop Editor Coordinator:**

*The Scoop newsletter is a key source of information, unity and harmony for the District. It is a vital communication link in helping keep groups and members informed and may be used to announce and encourage attendance at local service events, communicate District news, attract Al-Anon members into service.*

*The Scoop Editor Coordinator is responsible for producing, maintaining and distributing the Scoop newsletter to members in the District. The Scoop Editor should be familiar with newsletter software (i.e., Microsoft Publisher or compatible) and be computer literate, including being familiar with Microsoft Word and Excel.*

*The Scoop Editor Coordinator should become familiar with World Service Office (WSO) and Southern California World Service (SCWS) newsletter guidelines and newsletter resources. The WSO and SCWS websites offer information to help with this service.*

*The Scoop Editor should be familiar with Al-Anon's Steps and Traditions and is responsible for the Scoop adhering to the Traditions of Al-Anon. The Scoop Editor shall comply with the WSO Copyright and respective guidelines.*

*The following are suggested guidelines to perform this service:*

1. Produce, maintain, and distribute the Scoop newsletter and introduce newsletter topic.
2. Request experience, strength, and hope from the district membership for publication.
3. Encourage members to contribute to the newsletter.
4. Encourage the District Service Coordinators and Officers to generate articles and or brief reports appropriate to their positions, announcing relevant meeting news, outreach news, and events.
5. Include Alateen news and events regularly along with experience, strength. and hope from Alateen members when possible.
6. Seek current Al-Anon events including District, SCWS, and WSO events to include in the Scoop.

7. Announce all new meetings and meeting changes in the District. Partner with the Group Records and Website Coordinators.
8. Maintain a Calendar of Events in the Scoop and ensure it is up-to-date.
9. Manage the birthday list and ensure it is up-to-date and birthday notices are promptly printed.
10. Manage the Speaker List. Ensure it is up-to-date and in compliance with the guideline for Members Interested in Speaking (G-1).
11. Edit and generate newsletter masters and other materials necessary for printing and publication.
12. Send the Scoop to the Website Coordinator for posting on the District Website.
13. Manage and mail subscriptions to subscribers, both regular mail and email subscribers. Maintain the subscription address lists both for regular mail and email.
14. Print and label the subscription newsletters. Provide copy to the District General Meetings.
15. Encourage individual subscriptions to the Scoop.
16. Encourage members to submit articles, essays, experience strength and hope and maintain a record of submissions.
17. Work with the Budget Committee to purchase updated software, computer equipment and printers for the District, as needed, to produce the Scoop.
18. Maintain a digital copy of all Scoops and supply the Archives Coordinator.
19. Attend District General Meetings and District Service Board Meetings and report Scoop activity.
20. Encourage participation in service beyond the group level. Act as the Chairperson for any Scoop committee.
21. Develop a budget for Scoop activities. Work with the Budget Committee to present the Scoop Budget to the General Meeting for approval in October.
22. Refer to Guidelines for Newsletter Editors (G-21) listed at [www.al-anon.org](http://www.al-anon.org).

## **17. Social Media Coordinator:**

*The Social Media Coordinator is a new service position for Districts and Areas. This is an evolving service at our level so we have limited historical reference to provide as of yet. Below are segments from the AI-Anon/Alateen Service Manual 2022-2025v2/Digest of AI-Anon/Alateen Policies/Social Media, as a starting point:*

### *Social Media—Areas, Districts*

*Service arms (Areas, Districts, AIS/Intergroups) can create blogs, profiles, or social media pages for public outreach relevant to the membership they serve, recognizing the need to adhere to Concept Ten by avoiding conflict with the service authority granted to the WSO by the WSC. Service arms can create and post content consistent with AI-Anon’s spiritual principles and Legacies except when to do so would violate copyright law. Only AI-Anon service arms are given permission to use the AI-Anon and Alateen trademark names and logos for social media purposes (see AI-Anon/Alateen Service Manual for “Copyrights” and “Symbols/Logos”).*

### *Social Media—Groups*

*In keeping with Tradition Five, the purpose of an AI-Anon Family Group is to help the families and friends of alcoholics. Groups do not create social media pages. Groups are encouraged to support service arms’ public outreach efforts.*

### *Social Media—Individual Members*

*To carry the message as described in Step Twelve, members are welcome to share social media posts from the WSO and AI-Anon service arms for public outreach. Members maintain the principle of anonymity, never revealing their membership, and do not appear to speak for AI-Anon as a whole. They avoid actions, behaviors, or commentary that could draw AI-Anon into public controversy, harm AI-Anon’s name, or distort its public outreach message. The names “AI-Anon” and “Alateen” are trademark names and may not be used as usernames, logos, or identifying characteristics on profiles (see AI-Anon/Alateen Service Manual for Anonymity) In order to adhere to the spiritual principles described in Tradition Twelve, individual members do not create AI-Anon/Alateen social media pages.*

*Given the worldwide nature of the internet and the various types of people who could find and visit our social media, it is important to ensure content is relevant and meets the need of our audiences, which may include:*

- *Potential newcomers looking to learn more about Al-Anon and how to find a meeting.*
- *Members or groups who may be looking for District 12 or Area information, literature, resources, or local events.*
- *Professionals who may be seeking information for their client or patient.*
- *Members of the local media who may be interested in Al-Anon information.*
- *Service arms looking for other Area or group resources.*
- *Reviewing and approving content with the Al-Anon Traditions and spiritual principles in mind.*
- *Website work group members should consider rotation of service when choosing a developer, taking care to ensure the website is accessible to future trusted servants.*
- *When developing content double check spelling and ensure the proper use of grammar.*

*Outreach is based on attraction, rather than promotion. It's always been Al-Anon's approach to carry a clear and simple message about our program of recovery. That is to let people know what we are, what we do, and how they can contact us. We do this in many creative ways while avoiding high-pressure tactics that distort the message of hope or bring us into public controversy.*

*We attract interest in Al-Anon family groups when we communicate what our lives were like before we came to Al-Anon, what we found in Al-Anon that helped us, and what our lives are like today. In error, we would be promoting Al-Anon if we offered promises, guarantees, personal advice, or gave the impression that we are experts who know what is best for all families and friends of alcoholics.*

*Personal anonymity is maintained at the level of press, radio, films, TV, and the Internet. Tradition Twelve tells us that anonymity is the spiritual foundation of our entire program. Members maintain personal anonymity in all forms of public media including press, radio, films, TV, the Internet, as well as other ways of reaching the public.*

*It is essential that members consider Tradition Eleven as they keep public outreach messages free from personality. No one person can ever be the sole representative of Al-Anon. The message of recovery in the media is too important to be overshadowed by a single person or group no matter how well intentioned.*

*The following are suggested guidelines to perform this service:*

1. Work with the Service Board in utilizing a platform for carrying the message to Ventura County Al-Anon.
2. Monitor and assess the private District 12 Facebook page that was created prior to January 2023 for best practices in current Al-Anon social media, copyright use of logos, and conference approved literature. Develop a list and contact information of Al-Anon members willing to support implementation of this service.
3. Attend all District General Meetings and District Service Board Meetings and report Social Media activity.
4. Encourage participation in service beyond the group level. Act as the Chairperson for any Social Media committee.
5. Develop a budget to cover the projected costs of the Social Media activities. Work with the Budget Committee to present the Social Media budget to the General Meeting for approval in October.
6. Refer to Guideline (G40) Al-Anon Service Arm Websites and the new social media Policy as presented in the new 2022-2025 Al-Anon/Alateen Service Manual.

## **18. Spanish Liaison Coordinator:**

*The Spanish Liaison Coordinator communicates with the Spanish speakers in District 12 regarding the District's activities, events, and service opportunities. Cooperates with the District Groups, the GRs, and Service Coordinators on events in the local Spanish-speaking Al-Anon Community, regardless of the geographical District or the Spanish Overlay District 64 group status.*

*Ideally, the Spanish Liaison Coordinator is fluent in both Spanish and English.*

*The Spanish Liaison Coordinator should become familiar with World Service Office (WSO) and Southern California World Service (SCWS) Spanish meeting guidelines and Spanish language. The WSO and SCWS websites offer information for this service.*

*The Spanish Liaison Coordinator is encouraged to engage with the Spanish Meeting Secretaries and GRs in District.*

*The following are suggested guidelines to perform this service:*

1. Encourage Spanish Speaking Meetings to participate in local activities.
2. Provide assistance in translation where needed.
3. Visit each local Spanish-speaking meeting as a representative of District 12.
4. Encourage English and Spanish speaking meeting fellowship between all groups regardless of language.
5. Encourage all District groups to carry some Spanish Conference Approved Literature to aid a newcomer at their meetings.
6. Cooperate with the Literature and Archive Coordinator to introduce Spanish literature to GRs and Alt GRs at the District General Meetings.
7. Encourage all meetings to have Spanish Welcome/Newcomer Packets.
8. Support the Group Records and Website Coordinators in maintaining up-to-date information on the Spanish meetings in the District.
9. Support the Public Information Coordinator to provide Spanish language Meeting Directories.

10. Distribute Spanish copies of Al-Anon Faces Alcoholism to Spanish meetings.
11. Encourage the Service Coordinators to include the Spanish-speaking materials and in community public outreach and fellowship in the District. This includes Public Information, Institutions and Cooperating with the Professional Community.
12. Exchange ideas and information with those in District service to carry the Al-Anon message to Spanish-speaking groups giving members the opportunity to participate in District activities.
13. Utilize the Website and the Scoop to further communication.
14. Attend all District General Meetings and District Service Board Meetings and report activity.
15. Encourage participation in service beyond the group level. Act as the Chairperson for any Spanish Liaison committee.
16. Develop a budget to cover the projected costs of the Spanish Liaison Coordinator activities. Work with the Budget Committee to present the Spanish Liaison Budget to the General Meeting for approval in October.

## **19. Website Coordinator:**

*The Website Coordinator is responsible for maintaining the District 12 Ventura County Al-Anon/Alateen Family Groups website.*

*The Website Coordinator works closely with the DR and Service Coordinators. The Website coordinator must be an active Al-Anon member.*

*The Website Coordinator does not have to have technical expertise in operating a website, if utilizing a Website Technician. The Website Technician may be a paid professional.*

*The following are suggested guidelines to perform this service:*

1. Maintain the website and provide current District information for newcomers and members. This includes: District meeting changes, special events, calendar, newsletter, announcements, Alateen information, etc.
2. Communicate with the Website Technician to make timely changes or updates.
3. Engage appropriate service coordinators to ensure website reflect current meeting information.
4. Monitor website to ensure it reflects the Al-Anon message and Traditions.
5. Monitor the Website Technician's work, recommend changes if required, and follow-up with necessary actions.
6. Communicate with the Area Website Coordinator to include Area information on the website.
7. Receive and review emails addressed to [alanon@alanonventura.org](mailto:alanon@alanonventura.org). Direct questions to the appropriate trustees.
8. Work with the DR and Website Technician to develop and maintain any District email system for District Service Board.
9. Act as a liaison between the Web Host and the District.
10. Ensure any email provider, website hosting fees, and the annual domain name registration are current and paid on time in order not to interrupt services.
11. Attend all District General Meetings and District Service Board Meetings and report website activity, capabilities and limitations.

12. Encourage participation in service beyond the group level. Act as the Chairperson for any website committee.
13. Develop a budget to cover the projected costs of the website and activities. Work with the Budget Committee to present the Website Budget to the General Meeting for approval in October.
14. Refer to Guidelines for Al-Anon Websites (G-40) listed at [www.al-anon.org](http://www.al-anon.org).

