

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

**Service Coordinator Guidelines**

**As Recommended by the AIS/District 12  
Transition Task Force**

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

District 12 Ventura County Al-Anon/Alateen Family Groups  
Service Coordinator Guidelines:

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**1. 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, CAL literature, the Service Manual, WSO Guidelines, and SCWS Area Alateen Safety and Behavioral Requirements 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 in their local district. 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 AMIAS and be familiar with the WSO and SCWS Alateen guidelines and behavioral and safety requirements. The District Rep is responsible for all Alateen activity in the District, so the Alateen Coordinator must work closely with the District Rep keeping them informed and up to date on all Alateen activity in the District 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 12.
- B. Encourage awareness and participation of AI-Anon members to become certified Alateen Sponsors (AMIAS).
- C. Cooperate with Southern California World Service, WSO Alateen Coordinators and District 12 Alateen Liaison (DAL).
- D. Cooperate with other District 12 officers.
- E. Be aware of all commitments and obligations of the position and follow through appropriately.

*The following is a list of guidelines and suggestions for the Alateen Coordinator to do in providing the 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 B-17.
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 Al-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 Group Reps 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 who will help you to present the Alateen Budget to the General Meeting for approval in November. Continue to work with the Budget Committee to adjust the budget up or down as needed throughout the year.
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 Alateen Behavioral and Safety Requirements.

## **2. District 12 Alateen Liaison (DAL):**

*SCWS encourages each District to elect or appoint a certified AMIAS to serve as a District Alateen Liaison (DAL) to assist the District Representative (DR) with the following responsibilities:*

*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 Al-Anon Member Involved in Alateen Service (AMIAS) has met the Area requirements to the best of their knowledge.*

*The District Alateen Liaison must be an AMIAS and be familiar with the WSO and SCWS Alateen guidelines and behavioral and safety requirements (ASBR). The District Rep is responsible for all Alateen activity in the District, so the District Alateen Liaison must work closely with the District Rep, 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 Alateen Safety and Behavioral Requirements.*

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 AMIAS 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), Area Alateen Process Person (AAPP), Area Alateen Events Coordinator (AAEC), Area Alateen Communications Coordinator (AACC), Area Chairperson, Area Delegate, and SCWS website. The Area Alateen Member Coordinator 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 District Rep to attempt to resolve Alateen issues in the District and request assistance from the Area Alateen Sponsor Coordinator with unresolved issues. See the 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 who will help you to present the DAL budget to the General Meeting for approval in November. Continue to work with the Budget Committee to adjust the budget up or down as needed throughout the year.
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.

### **3. Archives Coordinator:**

*The Archives Coordinator preserves the experience, history and memorabilia of the AlAnon 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 Al-Anon as a whole.*

*The Archive Coordinator should have a good understanding of Al-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 Al-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 Al-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.*

*There are many things that could be done carrying out the Archive Coordinator's service. There is no expectation that one Archive Coordinator can do it all and no expectation that any Archive Coordinator can do it all alone.*

*The following are guidelines and suggestions 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 Al-Anon Members to contribute historical material.
4. Collect current materials and artifacts and add them to the archives for historical preservation (e.g., VCAAC flyers and programs, District event flyers, schedules, announcements, service programs, institution meetings, etc.)

5. Introduce new and old Conference Approved Literature to the Group Reps.
6. Assist District in displaying the Archives at Al-Anon events in the District and ensure the events follow the Al-Anon Traditions and WSO and SCWS guidelines.
7. The Archives Coordinator may develop a display for events that is easy to transport, set-up, 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 an inventory of all Archive Materials and a resource notebook instructing how to handle the materials and other aspects of the service.
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, District Representative, and other Service Coordinators to store any records, equipment, and supplies in the storage unit.
12. Communicate with Officers, Service Coordinators, and Members as needed.
13. 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.
14. Encourage participation in service above the group level and build a team to help with this Archive service. Act as the Chairperson for any Archive committee that is formed.
15. 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 November. Work with the Budget Committee to adjust the budget throughout the year.
16. Please Refer to Area Archives (G-30) listed at [www.al-anon.org](http://www.al-anon.org)

#### **4. 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, so that those who need our program can find the help and hope we offer.*

*The CPC Coordinator communicates with local professionals either individually or through their professional associations, networking groups, committees, etc. and strives 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 all WSO and SCWS Public Outreach guidelines and all Public Outreach resources of which there are many. The WSO and SCWS websites offer a wealth of 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.*

*There are a large number of activities that could be done in carrying the Al-Anon message to the professional community. There is no expectation that one CPC Coordinator can do it all and no expectation that any CPC Coordinator can do it all alone.*

*The following are guidelines and suggestions for performing this service:*

1. Be a resource for and assist 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. Build teams of Al-Anon members to support the work of communication with professionals such as 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 participate. “Every Al-Anon member is encouraged to communicate the benefits of Al-Anon with members of the professional community they come in contact with, divulging their Al-Anon membership whenever they are comfortable doing so.” (Service Manual Digest of Al-Anon and Alateen Policies/Public Outreach)
6. Communicate with professionals to make them aware of what Al-Anon and Alateen is.
7. 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”. (Service Manual Digest of Al-Anon and Alateen Policies/Public Outreach)
8. Distribute the *Fact Sheet for Professionals* and Al-Anon Conference Approved Literature, such as *Al-Anon Faces Alcoholism*.
9. Arrange for Al-Anon literature to be available at professional venues where possible, utilizing only conference approved posters and literature and following all WSO policies and procedures. Arrange for volunteers to participate and coordinate the logistics of transportation, set up and take down and the ongoing replenishment of literature if appropriate.
10. Cooperate with Southern California World Service, World Service Office CPC Coordinators and District 12 Liaisons.
11. Develop a listing of names and contact information of all local professional groups where Al-Anon information may be welcome. Keep a record of all speaking engagements and other communication that has taken place.
12. 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.
13. Communicate with Officers, Service Coordinators, and Members as needed.

14. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month and report CPC activity and updates to the group.
15. Encourage participation in service above the group level and build a team to help with this service. Act as the Chairperson for any CPC committee that is formed. The CPC Coordinator is not expected to do it all alone.
16. 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 November. Continue to work with the Budget Committee to adjust the budget up or down as needed throughout the year.
17. Please 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.al-anon.org](http://www.al-anon.org)

## **5. Group Records Coordinator:**

*The Group Records Coordinator cooperates with the District Representative 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 good organizational skills, the ability to pay attention to details, general computer skills, and the ability to communicate by email.*

*The following is a list of duties and responsibilities:*

1. Work in cooperation with the District Representative 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.al-anon.org](http://www.al-anon.org).
3. Maintain a list of all meeting secretaries, Group Reps, Alternate Group Reps, and Current Mailing Addresses (CMA's).
4. Maintain a list along 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 above the group level and build a team to help with this service.
10. Develop a budget to cover the projected costs of Group Records activities. Work with the Budget Committee who will help you to present the Group Records Budget to the General Meeting for approval in November. Continue to work with the Budget Committee to adjust the budget up or down as needed throughout the year.

## **6. Institutions Coordinator:**

*The Institutions Coordinator works with local institutions to further the Al-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 Al-Anon meetings and panels in our local institutions and strives to develop name recognition and credibility for Al-Anon as a community resource among our local institutions so that they are willing to inform those they know to be in need about who we are, what we do, and how to get in touch with us.*

*The Institutions Coordinator should become familiar with all WSO and SCWS Public Outreach guidelines and all Public Outreach resources of which there are many. The WSO and SCWS websites offer a wealth of information to help with this service.*

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

*There is a vast amount of tasks or items that could be done in working with local institutions. There is no expectation that one Institutions Coordinator can do it all and no expectation that any Institutions Coordinator can do it all alone. 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 guidelines and suggestions for performing this service:*

1. Arrange for ongoing regular Al-Anon meetings or panels in local institutions where possible.
2. Arrange for individual introductory meetings or panels in institutions where possible.
3. Coordinate the panels to visit the institutions when meetings are scheduled.

4. Educate local institutions about the benefits of Al-Anon as a community resource, who we are, what we do and how to get in touch with us, perhaps meeting with them when possible and/or mailing them information.
5. Maintain ongoing relationships with institutions that have expressed an interest in receiving information about Al-Anon and Alateen. This may be done in person, by telephone, email or regular mail, at the coordinator's discretion.
6. Offer Al-Anon literature to institutions to hold on display or to distribute. Provide the literature and maintain an inventory on hand for them.
7. Communicate with the Al-Anon members who will visit the institutions when meetings are arranged and help coordinate the logistics, institution policies and paperwork of actually getting into and holding the meetings at the institutions.
8. Research, develop and maintain a list of local institutions that may be interested in working with Al-Anon, now or in the future.
9. Contact local institutions via their members, groups, committees etc. to create and maintain new ongoing relationships with those institutions that may benefit from information about Al-Anon and Alateen.
10. Create and coordinate committees of Al-Anon members interested in sharing their experience, strength, and hope in local institutions.
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 attend them.
14. Work with the AA Hospitals & Institutions and 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 AlAnon members or the general public.
16. Communicate with Officers, Service Coordinators, and Members as needed, including educating them about doing service with institutions.

17. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month and report Institutions activity and updates to the group.
18. Encourage participation in service above the group level and build a team to help with this service. Act as the Chairperson for any Institutions committee that is formed. The Service Coordinator is not expected to do it all alone.
19. 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 November. Continue to work with the Budget Committee to adjust the budget as needed throughout the year
20. Please 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)



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

*Al-Anon Literature Distribution Centers (LDC's) provide Al-Anon members with local access and quick delivery of Al-Anon Conference Approved Literature (CAL) including books, pamphlets, booklets, kits, posters, films, and other Al-Anon material. The LDC and WSO work in partnership to carry the message of hope and recovery through our Conference Approved Literature 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 guidelines and suggestions for performing this service:*

1. Served on the LDC committee prior to stepping up to the chair position. The position is for one year. It is suggested that you serve as a co-chair first and then move into the chair position if possible.
2. Should assure that appropriate insurance including bonding for paid or volunteer workers is purchased and maintained by the District in order to operate the LDC per AIAnon Guidelines.
3. Communicates with the website coordinator to provide updates to the Literature page for the Ventura County 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 12 for the LDC and gives an LDC report at District meetings.

7. Reports of operations, inventory, income and expenses should be submitted periodically to the District. Provide monthly financial reports to District Representative 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 LDC's with important news-related items.
13. Introduce new and old CAL to GR's.
14. Encourage participation in service above the group level.

## **8. 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 all WSO and SCWS Public Outreach guidelines and all Public Outreach resources of which there are many. The WSO and SCWS websites offer a wealth of information to help with this service.*

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

*There are a great many things that could be done in carrying the Al-Anon message to the general public. There is no expectation that one Public Information Coordinator can do it all and no expectation that any Public Information Coordinator can do it all alone.*

*The following are guidelines and suggestions for performing this service:*

1. Be a resource for and assist 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. Work with the District Rep and Service Coordinators to arrange for Al-Anon participation in public fairs and events. Arrange for volunteers to participate and coordinate the logistics of being at the event, including transportation, set up and take down. Work with the District Treasurer to arrange for any fees and costs.
4. Work with the District Rep and Service Coordinators to have a presence at public venues through literature and posters where possible, utilizing only conference

approved posters and literature and following all WSO policies and procedures. Arrange for volunteers to participate and coordinate the logistics of transportation, set up and take down and the ongoing replenishment of literature if appropriate. Work with the District Treasurer to arrange for any fees and costs.

5. Work with the District Rep and WSO to arrange for 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 and costs.
6. Work with District Rep and WSO to arrange for the use of public service announcements, paid advertisements, and even interviews in radio, TV, theaters, newspapers and magazines, etc. to carry the message in the District, utilizing only conference approved PSA's and content and following all Al-Anon Traditions of anonymity and WSO policies and procedures. Work with volunteers as needed and handle all aspects of implementation. Work with the District Treasurer for the payment of any fees and costs.
7. Develop a listing of names and contact information of all County Health Fairs and public events where Al-Anon participation may be welcome. Keep the membership informed in case they want to participate.
8. Work with the Group Records Coordinator and be responsible for updating and publishing directories for District 12 Ventura County. Print and distribute at all General Meetings and to any Service Coordinators that request them.
9. Meeting information may also be printed in church bulletins, newspapers, and other venues for sharing public information.
10. Develop and maintain the District 12 telephone answering service.
11. Maintain a telephone listing in the local telephone directory or online as possible and practical.
12. Coordinate volunteers to receive phone calls annually.
13. Be the liaison between the volunteers and the answering service.

14. Be the liaison between the answering service and District 12 Ventura County AIAnon/Alateen Family Groups. Circulate sign-up sheets for Public Information volunteers and work with the Website Coordinator and other Service Coordinators in attracting and facilitation volunteers to sign up for the service.
15. Communicate with Officers, Service Coordinators, and Members as needed.
16. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month and report Public Information activity and updates to the group.
17. Encourage participation in service above the group level and build a team to help with this service. Act as the Chairperson for any Public Information committee that is formed. The Public Information Coordinator is not expected to do it all alone.
18. Develop a budget to cover the projected costs of the Public Information activities. Work with the Budget Committee who will help you to present the Public Information Budget to the General Meeting for approval in November. Continue to work with the Budget Committee to adjust the budget up or down as needed throughout the year.
19. Please 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.al-anon.org](http://www.al-anon.org)

## **9. 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 go to meetings they normally don't go to. They are special, possibly longer meetings. They typically include refreshments, a special format, and a theme.*

*Round Robins are not fundraising events but bring the District together in fellowship and unity.*

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

*The following are guidelines and suggestions for performing this service:*

1. Encourage Ventura County groups to host Round Robins.
2. A suggested goal is to hold quarterly Round Robins throughout the District.
3. Publicize the event by distributing flyers for the event to Group Reps or meeting secretaries, announcing it at meetings, encouraging others to do the same, posting information on the website and District supported media.
4. Support meetings hosting the event. Provide guidance to the group in how to do the following: Help solicit volunteers to participate, coordinate the service positions; sign up the volunteers, work out a budget with the meetings, etc. Determine the meeting length and format, any particular themes, etc. Refer to the Round Robin Operations Manual for a very detailed outline of suggestions for doing this service.
5. Communicate with Officers, Service Coordinators, and Members 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 and report Round Robin activity and updates to the group.
7. Encourage participation in service above the group level and build a team to help with the Round Robin service. Act as the Chairperson for any Round Robin committee that is formed. The Round Robin Coordinator is not expected to do it all alone.
8. Develop a budget to cover the projected costs of the Round Robin activities. Work with the Budget Committee to present the Round Robin Budget to the General Meeting for approval in November. As needed, work with the Budget Committee to adjust the budget throughout the year.
9. Please refer to the Round Robin manual for more detailed information on publicizing and coordinating a Round Robin event.

## 10. 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 encourage attendance at local service events, communicate local District news, attract Al-Anon members into service, announce local activities and events, and share experience, strength and hope.*

*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, Microsoft Publisher or compatible, and be computer literate including being familiar with Microsoft Word and Excel.*

*The Scoop Editor Coordinator should become familiar with all WSO and SCWS newsletter guidelines and all newsletter resources. The WSO and SCWS websites and staff members can offer a wealth of information to help with this service.*

*The Scoop Editor should be familiar with Al-Anon's Steps and Traditions and is responsible for making sure the Scoop adheres to the Traditions of Al-Anon; particularly regarding Anonymity and Non-Affiliation with outside enterprises. The Scoop Editor is also responsible for adhering to the WSO Copyright and Reprint guidelines and requirements.*

*There are a great many things that could be done editing, producing and distributing the Scoop newsletter. There is no expectation that one Scoop Editor Coordinator will do it all and no expectation that any Scoop Editor Coordinator will do it all alone.*

*The following are guidelines and suggestions for performing this service:*

1. Produce, maintain, and distribute the Scoop newsletter.
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 appropriate to their positions and announce all relevant meeting news, outreach news, and events.
5. Include SCWS and WSO news in the Scoop when relevant.
6. Include Alateen news and events regularly along with experience, strength, and hope from Alateen members when possible.
7. Stay aware of Al-Anon events including local District, SCWS and WSO events and include announcements of such in the Scoop.
8. Announce all new meetings and meeting changes in the District. Work with the Group Records Coordinator and Website Coordinator.
9. Maintain a Calendar of Events in the Scoop and ensure it is up to date.
10. Manage the Birthday List and ensure it is up to date and birthday notices are promptly printed.
11. Manage the Speaker List and ensure it is up to date.
12. Edit and generate newsletter masters and other materials necessary for printing and publication.
13. Publish the Scoop on the District website.
14. Print and label the newsletters. Arrange for delivery of the Scoop to GRs at the District General Meetings and for delivery to their meetings as requested.
15. Arrange for distribution of the newsletters to the GRs who were not present at District General Meetings as well.
16. Encourage individual subscriptions to the Scoop both by regular mail and e-mail.
17. Manage and mail subscriptions to subscribers, both regular mail subscribers and email subscribers.
18. Maintain the subscription address lists both for regular mail and email.
19. Maintain a record of people who submit articles for future use.
20. Work with the Budget Committee to purchase updated software, computer equipment and printers for the District, as needed, to produce the Scoop. A Windows 11 computer is recommended, and the use of Microsoft Publisher is recommended.



21. Maintain a digital copy of all Scoops and supply the Archives Coordinator with a hard copy and digital copy for the Archives.
22. Communicate with Officers, Service Coordinators, and Members as needed.
23. Attend District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month, and report Scoop activity and updates to the group.
24. Encourage participation in service above the group level and build a team to help with Scoop newsletter service. Act as the Chairperson for any Scoop committee that is formed. The Scoop Editor Coordinator is not expected to do it all alone.
25. Develop a budget to cover the projected costs of the Scoop activities. Work with the Budget Committee to present the Scoop Budget to the General Meeting for approval in November. Continue to work with the Budget Committee to adjust the budget throughout the year.
26. Please refer to Guidelines for Newsletter Editors (G-21) listed at [www.al-anon.org](http://www.al-anon.org).

## **11. Social Media Coordinator:**

*The Social Media Coordinator position is a new service position. As a result, the specific guidelines are a work in progress. What follows is a general overview of how this service fits into the WSO guidelines and Al-Anon traditions for carrying the message of Al-Anon to those who may need it.*

### *Social Media—Areas, Districts, AISs/Intergroups*

*Service arms (Areas, Districts, AISs/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 Al-Anon's spiritual principles and Legacies except when to do so would*

*violate copyright law. Only Al-Anon service arms are given permission to use the AlAnon and Alateen trademark names and logos for social media purposes (see Service Manual for “Copyrights” and “Symbols/Logos.”)*

#### *Social Media—Groups*

*In keeping with Tradition Five, the purpose of an Al-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 Al-Anon service arms for public outreach. Members maintain the principle of anonymity, never revealing their membership, and do not appear to speak for Al-Anon as a whole. They avoid actions, behaviors, or commentary that could draw Al-Anon into public controversy, harm Al-Anon’s name, or distort its public outreach message. The names “Al-Anon” and “Alateen” are trademark names and may not be used as usernames, logos, or identifying characteristics on profiles (see Service Manual for “Anonymity.”) In order to adhere to the spiritual principles described in Tradition Twelve, individual members do not create AlAnon/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 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 12 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 11 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 guidelines and suggestions for performing this service:*

1. Work with the District Rep and Service Coordinators to develop a program for carrying the message of Al-Anon to those in our District who may need or want it.
2. Develop and monitor the District 12 private Facebook page to serve the members at the highest level and ensure that the content is always adhering to the Al-Anon Traditions and WSO guidelines.
3. Develop, maintain, and utilize a variety of resources to carry out this service including if appropriate working with professionals in the field.
4. Communicate with Officers, Service Coordinators, and Members as needed.
5. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month and report Social Media activity and updates to the group.
6. Encourage participation in service above the group level and build a team to help with this service. Act as the Chairperson for any Social Media committee that is formed. The Social Media Coordinator is not expected to do it all alone.
7. Develop a budget to cover the projected costs of the Social Media activities. Work with the Budget Committee who will help you to present the Social Media Budget to the General Meeting for approval in November. Continue to work with the Budget Committee to adjust the budget up or down as needed throughout the year.
8. Please refer to the new Social Media Policy as presented in the new 20222025 Service Manual (P-24/27).

## **12. 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 12 Groups, the Group Representatives, and Service Coordinators on events in the local Spanish Speaking Al-Anon Community. Regardless of the geographical District 12 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 all WSO and SCWS Spanish meeting guidelines and all Spanish Public Outreach resources. The WSO and SCWS websites offer a wealth of information to help with this service.*

*The Spanish Liaison Coordinator is encouraged to become acquainted and work with the Spanish Meeting Secretaries and Group Reps in District 12. They do not have to do their service alone.*

*The following are guidelines and suggestions for performing this service:*

1. Encourage Spanish Speaking Meetings to participate in District 12 activities.
2. Provide assistance in translation where needed.
3. Visit each local Spanish meeting, (frequency to be determined by District officers and coordinator availability).
4. Encourage English and Spanish speaking meetings fellowship.
5. Encourage all District 12 groups to carry some Spanish Conference Approved Literature at their meetings.
6. Cooperate with the Literature and Archive Coordinator to introduce Spanish literature to GR's and Alt GRs at the District General Meetings.
7. Encourage all meetings to have Spanish Language Welcome/Newcomer Packets.
8. Assist the Group Records Coordinator in maintaining up-to-date information on the Spanish meetings in the District and ensure the Website always reflects this up-to-date information as well.

9. Work with the Public Information Coordinator to print and distribute Spanish Language Meeting Directories to the Spanish meetings and to the Service Coordinators for use in public outreach, etc.
10. Distribute Spanish copies of Al-Anon Faces Alcoholism to the Spanish meetings and to the Service Coordinators for use in public outreach.
11. Work with and assist Service Coordinators to include the Spanish community and Spanish materials in their public outreach efforts and fellowship activities in the District. This includes Public Information, Institutions and cooperating with the Professional Community.
12. Communicate with Officers, Service Coordinators, and Members as needed, exchanging ideas and information to carry the Al-Anon message to all Spanish speaking groups and giving Spanish speaking Al-Anon members the opportunity to participate in all District activities and events.
13. Utilize the Website and the Scoop to further communication.
14. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month and report activity and updates relating to Spanish speakers.
15. Encourage participation in service above the group level and build a team to promote this service. Act as the Chairperson for any Spanish Liaison committee that is formed. The Spanish Liaison Coordinator is not expected to do it all alone.
16. Develop a budget to cover the projected costs of the Spanish Liaison Coordinator activities. Work with the Budget Committee who will help you to present the Spanish Liaison Budget to the General Meeting for approval in November. As needed, work with the Budget Committee to adjust the budget up or down throughout the year.

### **13. Website Coordinator:**

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

*The Coordinator works closely with the District Rep and other Service Coordinators to develop the design, content and message of the website and is responsible for ensuring that the website adheres to the Al-Anon message and Traditions.*

*The website coordinator does not have to have technical expertise in operating a website, but then must work with a Website Technician who does. The Website Technician does not have to be an Al-Anon member if one is not available and can be a paid professional.*

*The following are guidelines and suggestions for performing this service:*

1. Maintain the website and provide current district information on the website, including meeting changes, special events, the calendar, the newsletter, District news and announcements, Alateen updates, Institution updates and any other topics requested by the Service Coordinators as practical.
2. Communicate with the Website Technician to make any changes or updates as requested or needed.
3. Work with the Group Records Coordinator to ensure the website site posts the most current and accurate meeting information available.
4. Become familiar with the SCWS policies and procedures and work with the SCWS Group Records Coordinator to maintain a process in compliance with the SCWS policies and procedure.
5. Monitor the website to make sure it reflects the Al-Anon message and Traditions.
6. Monitor the Website Technician's work and recommend changes if required.
7. Communicate with the Area Website Coordinator to include Area information on the website.
8. Respond to emails addressed to [alanon@alanonventura.org](mailto:alanon@alanonventura.org), When responding, bring any questions to the Website Committee, Service Coordinators or District Officers to reason out responses.

9. Work with the District Rep and Website Technician to develop, oversee and maintain the District 12 email system for the Officers, Service Coordinators and others as approved by the District Rep.
10. Act as a liaison between the web host and District 12 Ventura County Al-Anon/Alateen Family Groups.
11. Make sure the email provider fees and website hosting fees, and the annual domain name registration are always current and communicates with the Treasurer for payment for those services.
12. Communicate with Officers, Service Coordinators, and Members as needed, including educating them about the website capabilities and limitations.
13. Attend all District General Meetings and District Service Coordinator Meetings, currently held once per month on the Third Thursday of the month and report website activity and updates to the group.
14. Encourage participation in service above the group level and build a team to help with this service. Act as the Chairperson for any website committee that is formed.
15. Develop a budget to cover the projected costs of the website and activities. Work with the Budget Committee who will help you to present the Website Budget to the General Meeting for approval in November. Continue to work with the Budget Committee to adjust the budget up or down as needed throughout the year.
16. Please refer to Guidelines for Al-Anon Websites (G-40) listed at:  
[www.al-anon.org](http://www.al-anon.org)