

Vermont Area 56 Alateen Process Person Job Description

The Area Alateen Process Person is responsible for two processes required by the WSO (World Service Office). The first process is registering Alateen Groups and making changes to registered Alateen Groups. The second process is for the certification of Al-Anon Members involved in Alateen Service.

Registering Alateen groups involves providing forms to the group and forwarding the completed forms to the WSO.

For the Certification of Al-Anon Members involved in Alateen Service, the process person will need to see that the required Area Forms are completed

The Area Alateen Process Person will need to register with the WSO using the Area Alateen Process Form.

The Process Person will retain copies of all forms sent to the WSO. At some point these copies will be put into the Area Archives.

All Alateen Group registration and Al-Anon Members involved in Alateen Service Registration goes through the Area Alateen Process Person to the WSO. All correspondence from the WSO about Alateen Group registration and Al-Anon members involved with Alateen Service will go directly to the Area Alateen Process Person.

For additional information see the packet from the WSO "Implementation of the Alateen Minimum Safety and Behavioral Requirements Process as Adopted by the Board of Trustees" as well as the Vermont Area 56 Alateen Guidelines. Copies of all the material and forms are available from the Area Alateen Coordinator and the Area World Service Committee.