

**VERMONT AREA 56 ASSEMBLY  
Al-Anon/Alateen Family Groups**

**ALT D**

**Job Description: Alateen Coordinator / Process Person**

The Alateen Coordinator must be certified as an Al-Anon Member Involved in Alateen Service (AMIAS).

The Coordinator serves as the contact person for anyone interested in Alateen, whether wanting to serve as an AMIAS, start an Alateen group, expressing concerns about an existing group or with general questions about Alateen. The Coordinator also answers questions AMIAS may have regarding difficult situations or group issues.

The Coordinator chairs at least two AMIAS workshops (Spring Assembly and Fall Assembly) and supports or chairs additional workshops throughout Area 56.

Upon accepting the position, the Coordinator reviews all Area 56 Alateen Guidelines and Forms and brings changes and updates to the AWSC.

Maintains the records and documentation of AMIAS, determining who has qualified for certification by completing the appropriate paperwork and attending the necessary workshops.

Processes the re-certification of AMIAS annually with WSO. This can be done on the computer.

The Alateen Coordinator is a voting member of the Area World Service Committee.