



### **1. General:**

Currently the following Coordinator positions exist within the OSA: Alateen, Area Alateen Process Person, Archives, Forum, Group Records, Literature, Open Lines, Public Outreach and Website.

New Positions: If the need arises for a new Coordinator position, or there is no longer a need for an existing Coordinator position, that action shall be initiated by the Executive and approved by the majority vote at Assembly.

Guidance: Past Coordinators and the outgoing Coordinator are good resources. The Alternate Delegate is the link between the Coordinators and the Executive, and is responsible for addressing, on your behalf, any concerns received by Coordinators from within the Ontario South fellowship.

WSO Guidelines for most Coordinator positions are available on the WSO web site. <http://www.al-anon.org/members/index.html>. As noted on screen, enter your group name or part of a group name and 'afg' to access the site. Click on Group Services then Guidelines.

All Ontario South Coordinators are required to have access to a computer, internet and printer to fulfill their responsibilities. Ontario South currently provides the Group Records Coordinator with a computer, printer and software needed for their role, which is to be passed on to their successor.

### **2. Eligibility Criteria:**

1. Regular attendance at Al-Anon meetings.
2. Each Coordinator is selected by the Delegate from the applicants who have submitted letters of interest in the position(s). Note: The Alateen Coordinator must have served as an Alateen Sponsor for 2 years.
3. Al-Anon/Alateen members who are also members of A.A. may not serve as a Coordinator.

### **3. Time Lines for Coordinators:**

Coordinators terms follow the Executive terms of three years, commencing on January 1<sup>st</sup> following an election Assembly. (2008 was an election year)

**4. Filling Vacancies:**

If for any reason a Coordinator cannot complete their term, the Delegate, in consultation with the Executive, will select a replacement from interested members.

**5. Common Responsibilities of all Coordinators:**

1. Become familiar with both the WSO Service Manual and this Policies & Guidelines Manual.
2. Keep your copy of the Area Policies & Guidelines Manual current by inserting revisions and removing old versions.
3. Attend AWSC and Assembly.
4. Prepare submissions to each edition of Open Lines.
5. Prepare and present brief reports at AWSC and Assembly.
6. Prepare a workshop for AWSC or Assembly if requested.
7. Work with other Area Coordinators to strengthen groups in Ontario South.
8. Keep in contact with the Alternate Delegate and report any problems and/or items of interest as it relates to the Coordinator position.
9. Attend, if required, a part of the Executive Handover meeting, where the Coordinator will meet with the incoming\outgoing Coordinator to exchange files and review responsibilities. (Expenses covered by OSA)
10. Pass on your copy of this Area Policies & Guidelines Manual, any records, files, equipment, and supplies pertaining to the job and assist successor in any way possible.
11. Always act in the best interest of Al-Anon in Ontario South.
12. Stay current with AFG Connects and participate in any WSO Conference calls as notified.
13. Reports sent to Alternate Delegate prior to each Executive Meeting.
14. Update Coordinator's Corner on Ontario South Website when needed.

**6. Open Lines Editor:**

- 1. The Newsletter is issued 3 times a year. Issues go out April 1st, August 1st and Dec. 1st.**
2. (Incoming Coordinator) Email Area Secretary your contact info [area86secretary@gmail.com](mailto:area86secretary@gmail.com)
3. Refer to the Ontario South policy manual <https://al-anon.alateen.on.ca/area-policy-manual/>
4. Email Etiquette from Service Manual: <https://al-anon.alateen.on.ca/wp-content/uploads/2020/07/section-1-general-2020-07.pdf>
5. Refer to SECTION 2: SERVICE POSITIONS and RESPONSIBILITIES Page 2 of 11 B: COORDINATORS of the Ontario South Policy Manual <https://al-anon.alateen.on.ca/wp-content/uploads/2020/07/section-2B-Coordinator-2020-07.pdf>
6. Maintain current email list of executive, coordinators and DR's. The current contact list will come from the Area Secretary. (Update Gmail labels)
7. Maintain current email list of members who wish to receive Open Lines. Members can email Open Lines to let you know that they want to be on, or taken off, of the list. (Update Gmail labels)
- 8. Create and give reports at AWSC and Assembly, and for executive meetings (Alt. Delegate will let you know the dates of the executive meetings). When giving reports at AWSC and Assembly it is an ideal opportunity to motivate members to submit service sharing and encourage personal subscriptions.**
  - a. Submit an Open Lines Coordinator report for each issue of Open Lines.
  - b. Maintain the Open Lines Display Board. It is intended to create awareness, provide information and attract subscribers. The display board should be made available to set up at events. Funds may be made available from OSA if a committee wishes to invite you to attend their event. Contact the Treasurer first if you receive such a request.
9. Exchange our newsletter with area newsletter editors from all over North America. This is done via the AFGCONNECTS community. This allows you to check out what other areas are reporting and how. Receive address changes and update the Newsletter Exchange List.
10. Establish a production schedule: publication dates are three times yearly Submission deadlines are set by the Editor. These deadlines must be communicated to the Executive, Coordinators and Ontario South fellowship.

11. Website: You will need to work closely with the Website Coordinator to share current information and maintain a consistent list of Coming Events. Also, because the Open Lines publication is uploaded to the web for easy access, you must always keep in mind the importance of anonymity with regard to names, addresses and phone numbers. The last page does not get uploaded, and personal contact information should be restricted to that page. Convert the issue into a PDF file before sending it to the Website Coordinator. You can easily remove the last page and then send it as a separate pdf file.

12. Each Editor may use different computer platforms and software to generate the newsletter, however it is best for each to develop some consistency with the layout and type for reasons of readability.

13. Proof read final newsletter for spelling, dates and figures. Make sure all abbreviations are consistent with WSO and OSA use. Have another member proof read it also; a good tip is to read each sentence backwards.

14. Prior to including any announcements review the content to ensure that it is in compliance with AI-Anon Guidelines

15. Paper subscriptions:

- a. The current cost of a hard copy subscription is \$15.00 per year, which includes 3 issues (April, Aug. & Dec.)
- b. Payment needs to be made to the Area Treasurer
- c. Once the payment is made, you will receive a confirmation from the Treasurer
- d. Print and mail as required
- e. Submit any expenses to the Area Treasurer for reimbursement.

**7. Public Outreach Coordinator:**

1. Read the following WSO Guidelines: G-9 AI-Anon/Alateen Public Outreach Service – Institutions, G-10 AI-Anon/Alateen Public Outreach Service – Media, G-29 AI-Anon\Alateen Public Outreach Service, G-38 Area Public Outreach Coordinator and the Common Responsibilities of Coordinators in this Section.
2. Be familiar with all existing literature particularly as it applies to public outreach.
3. Receive minutes from district Public Outreach Committees and file them.
4. Read such minutes and if the Committee has done something notable, contact them to let them know it is appreciated.
5. Share any new ideas for public outreach with other districts.

6. At AWSC encourage DR's to get members to start up a Public Outreach Committee if they don't already have one in their district.
7. Receive leads from WSO. Contact the people who have made enquiries about Al-Anon/Alateen and find out what they want. Wherever possible delegate the task to the appropriate district. Consider sending the person some literature, to tide them over until a member in their district contacts them.
8. Receive queries from members with regard to Public Outreach as to what it takes to start a Committee, what is good practice, etc.
9. Receive projects from WSO and mail them out to the DR's or Public Outreach Committees. These may involve finding out which district covers the particular establishment (i.e. treatment centre). Assist DR's and Committee members with these projects as necessary. Answer their queries and refer to WSO if necessary.
10. Encourage members to do Public Outreach on their own, if they don't want to be a member of a Committee, or if there isn't one.
11. Attend Public Outreach meetings in your own district, and participate in projects, to continue to have hands on experience.
12. Consult Area speaker list to identify speakers to go out and give presentations when asked to do so, or go yourself. Note speaker list is maintained by LDC.
13. Complete expense forms and keep a close eye on the costs incurred. Be thrifty at all times.
14. Organize any projects as requested by WSO or OSA.
15. Have a small supply of literature to send out.

**8. Alateen Coordinator:**

1. Must be currently certified in Ontario South as an Al-Anon Member Involved in Alateen Service (AMIAS) and have served as an Alateen Sponsor.
2. Read the sections of the WSO Service Manual related to Alateen and P29 A Guide to Sponsors of Alateen. Read the following WSO Guidelines: G-56 Alateen Meetings in Schools, G-7 Al-Anon/Alateen Participation in an A.A. Area Convention, G-16 Alateen Conferences, G-20 Al-Anon/Alateen Area Conventions, G-24 Area Alateen Coordinator, G-35 Al-Anon Guidelines for Adults Involved with Alateen Service, and the Common Responsibilities of Coordinators in this Section.

3. Facilitate ongoing communication between the AWSC and the OSAAC Chairperson. As well as ongoing general support to the OSAAC Chairperson individually.
4. Act as the link between WSO and the members in Ontario South in matters related to Alateen.
5. Receive information from WSO pertinent to Alateen in Ontario South for distribution to AWSC members and members involved in Alateen service.
6. Respond to questions related to Alateen from Al-Anon and Alateen members in Ontario South.
7. Assist Districts to coordinate information sharing workshops, which focus on Alateen for members involved, and interested, in Alateen service.
8. Keep in touch with Alateen Sponsors and Alateen groups in Ontario South and keeps the Area Executive informed on Alateen activity in the area. Similarly, the Executive can contact Alateen groups through the Coordinator.
9. Receive information for the Alateen meetings in Ontario South and the Alateen Sponsors serving the groups.
10. Help to promote, **within the fellowship**, support for Alateen in Ontario South.

#### **9. Group Records Coordinator:**

1. Read Guideline G-36 Group Records Coordinator and the Common Responsibilities of Coordinators in this Section.
2. Serve as the primary contact between the groups and the WSO in matters relating to group records.
3. Make changes to the WSO and OSA databases as received from the groups in Ontario South and/or the WSO via the group records change forms.
4. Submit new registrations to the WSO for review.
5. Distribute group information to DR's at AWSC and Assembly for verification and updating.
6. Assign groups to the correct district, send welcome letters to new groups and let them know the names, addresses and phone numbers of the current Delegate, District Representative and Area Treasurer.
7. Make reports about record keeping at special service workshops.
8. Encourage members and groups to use their WSO identification number.
9. Inform groups in Ontario South that mail from the WSO goes to the current mailing address (CMA) and not to the Group Representative unless the GR is the CMA.

10. Provide group and trusted servant lists to the Delegate prior to World Service Conference (WSC.)
11. Provide numbers of groups per district to the Area Treasurer prior to AWSC.
12. Communicate with all Al-Anon Information Services within Ontario South.
13. Update subscriber information on the database when received from the Open Lines Coordinator. Provide labels to the Open Lines Coordinator for each edition.

#### **10. Archives Coordinator:**

1. Read WSO Guideline G-30 Area Archives and the Common Responsibilities of Coordinators in this Section.
2. Store, maintain, update, and make available to the membership: files, papers, artefacts, memorabilia, and other such items deemed important to include in the Area Archives.
3. Store and maintain one copy of each published edition of Open Lines.
4. Inform the Ontario South fellowship of the Archives' need for materials and seek out such materials that will augment the collection.
5. Encourage members to donate materials to the Archives including group's histories and memories of long-term members.
6. Access to a scanner would be beneficial.

#### **11. Literature Coordinator:**

1. Read WSO Guideline G-6 Area Literature Coordinator and the Common Responsibilities of Coordinators in this Section.
2. Serve as a member of the (LOC) Literature Office Committee.
3. Receive and store the literature display.
4. Be familiar with all existing literature and be prepared to recommend certain leaflets etc. to be used for specific purposes i.e. public outreach.
5. Order and maintain a supply of literature from the LDC, including a wide variety of Al-Anon/Alateen literature for display purposes, to groups and individuals within Ontario South, and at AWSC, Assembly, other meetings, and workshops when asked to attend.

6. Receive advance notice of new or revised publications from WSO and keep Ontario South groups informed of these additions and changes.
7. Be available to districts, groups, and/or members for questions, workshops, etc.

## **12. Website Coordinator:**

1. Read WSO website Guidelines for Public Outreach <http://al-anon.org/members/pdf/guidelines/G40.pdf> WSO Internet Guidelines <http://al-anon.org/members/guide-to-copyright-and-trademarks-for-writers-newsletters-and-web-coordinators>, the WSO FAQ (Frequently Asked Questions) for the Al-Anon Websites <http://al-anon.org/pdf/S66.pdf> and Common Responsibilities of Coordinators in this Section.
2. Maintain documentation of processes used to develop and manage the website. Be available to help the incoming Website Coordinator beyond your term, to overcome technical difficulties in the execution of their duties.
3. Maintain the information presented on the website in a timely manner, including, but not limited to information on the following:
  1. Receive and update group meeting information using the database that is maintained by the Group Records Coordinator.
  2. Receive from the Area Secretary the minutes of AWSC and Assembly and updates to Area Manual.
  3. Al-Anon Days, Al-Anon and Alateen Conferences
  4. A.A. Conferences with full Al-Anon participation
  5. Anniversaries, Special meetings, etc.  
(basically display the information that is provided, if it is not an outside issue).
4. Serve as liaison between OSA and our website 'Host.' (This is the company which physically stores the files which make up our website, and offers them to the public through the Internet.) Inform the Area Treasurer when payment is due for providing this service, or possibly paying this money on OSA's behalf, and then requesting reimbursement after.
5. Present some statistical information, depending upon availability, about who visits our website, how often etc. in reports to the OSA.
6. Liaison with the Trillium's Media person to ensure that the Trillium Convention information is displayed on the website.
7. Upload current issues of Open Lines and Reaching Out.
8. Serve on the committee that maintains this Policy & Guidelines Manual. Post revised sections when received from the Area Secretary, ensuring a current version is available for download from the website.

9. Provided skills exist: Add areas of information, design/redesign the website to better serve the OSA, as directed by the Executive; recommend to the Executive such changes in design; assist, where possible, other Coordinators in overcoming difficulties they may encounter regarding Information Technology. (When asked!)

### 13. Area Alateen Process Person (AAPP):

1. Read the Common Responsibilities of Coordinators in this Section.
2. Read all parts of Section 11: Alateen, in this manual.
3. Administer the area registration process for Sponsors Al-Anon Member Involved in Alateen Service (AMIAS )as outlined in Section 11B.
4. Administer the annual re-certification process for Sponsors/ Al-Anon Member Involved in Alateen Service (AMIAS) as outlined in Section 11B to meet the time frame required by WSO.
5. Administer the area registration process for Alateen Groups as outlined in Section 11C.
6. Periodically, WSO sends a form to Alateen groups. This form is used to verify the accuracy of group information held at WSO. Alateen groups are provided with an envelope, addressed to the AAPP. The AAPP then confirms to WSO through the WSO online Alateen Group Records that the group is active with sponsors who have met the area requirements for certification
7. Provide a list of Sponsors/ Al-Anon Member Involved in Alateen Service (AMIAS) who are currently certified using the area process. See Section 11: Alateen. The list will be provided to the person responsible for identifying Sponsors/SAMs for events in Ontario South. This may be the committee chairperson or the member responsible for registration for the event. For example: Trillium Convention and Unity Conference.
8. **NOTE:** The list is to be used **ONLY** for one event. Instructions are to be given to **DESTROY** the list when the event ends. This is to protect the personal information of Sponsors/AMAIS's.
9. Annually, notify lawyer to destroy Police Record Checks. Police Record Checks are to be kept for as long as the 'certification' is valid and then destroyed
10. Regarding Police Record Checks for the City of Toronto (Districts 19, 20, 21, 22). The current Area Alateen Process Person (AAPP) is to contact the Toronto Police Contact Person at the end of each year and at the end of each term, to confirm their willingness to continue in the position. When the Toronto Police Contact Person chooses to relinquish the position, the current AAPP along with the four District Representatives in the City of Toronto (Districts 19, 20, 21, 22)

will meet to determine the new Toronto Police Contact Person. The current AAPP will inform the Delegate of the name and contact information of the new Toronto Police Contact Person.

#### **14. Forum Coordinator**

1. Read WSO Guideline G-32 Area Forum Coordinator and Common
2. Responsibilities in this Section.
3. Current practice in Ontario South is for the Alternate Delegate to serve as the Area Forum Coordinator.

#### **15. Technology Coordinator**

1. Work with Executive members and other Coordinators, especially the Website Coordinator, on meeting the Area's technology needs and assisting when needed, as skills allow.
2. Attends Assemblies and Area World Service Committee meetings, as well as other Ontario South service-related meetings as needed.
3. Liaises with Assembly host committees and AWSC meeting venues regarding audio/visual equipment and assists with same, as needed.
4. Be available to project motions onto overhead screen during motion portions of AWSC and Assembly meetings.
5. Provides leadership around technology for Ontario South's Area World Service Committee, researching and suggesting new tools to improve the carrying out of the Area's business.
6. Researches and purchases appropriate technology equipment and software to meet Ontario South's needs, as directed by the Executive.
7. Maintains any future web-based or cloud-based technology solutions implemented by Ontario South, including but not limited to DropBox, Google Drive, etc.
8. Maintain documentation of processes used to develop and manage Area technology solutions, and be available to help the incoming Technology Coordinator beyond your term, to overcome technical difficulties in the execution of their duties.
9. Attends local AI-Anon/Alateen events when invited by local Group, District or AIS.
10. Plans and leads workshops for members who want to improve their technology skills in order to better succeed in their service roles in Ontario South.

11. Assist, where possible, other Coordinators in overcoming difficulties they may encounter regarding Information Technology. (When asked!)