

Position Description
INDIANA AREA AL-ANON FAMILY GROUPS

POSITION NAME: Orientation Coordinator

TERM LENGTH: Three Years (Beginning January 1, after election of Area Chairperson)

DESCRIPTION: An Al-Anon Member who has 5 current and consecutive years of Al-Anon participation and is not also a member of Alcoholics Anonymous. Preferably the Orientation Coordinator has previously been a District Representative (DR) or Area Coordinator. The Orientation Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative. The Orientation Coordinator is appointed by the Area Chairperson.

RESPONSIBILITIES:

- Attends all AWSC meetings and Area Assemblies.
- All orientations below may be conducted in person or by using the Area Zoom account.
- Conducts new Group Representative (GR) Orientation at Area Assemblies.
- Arranges for new DR orientation at the 1st AWSC after election of a new Area Chairperson or before a new DR attends AWSC after taking office.
- Arranges for new Coordinator orientation at the 1st AWSC after election of a new Area Chairperson or before a new Coordinator attends AWSC after taking office.
- Coordinates with the Alateen Trainer to instruct new DRs on the Alateen requirements and AMIAS training for officers required to be an AMIAS.
- Arranges training for online external storage for Area officers, DR's, Coordinators, and Past Delegates on a yearly basis.