

Position Description
INDIANA AREA AL-ANON FAMILY GROUPS

POSITION NAME: Alateen Coordinator

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

DESCRIPTION: An Al-Anon Member who has 3 current and consecutive years of Al-Anon participation and is not a member of Alcoholics Anonymous. The Alateen Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative. The Area Alateen Coordinator is appointed by the Area Chairperson.

RESPONSILITIES:

- Is certified as an Al-Anon Member Involved in Alateen Service (AMIAS) and has been involved with Alateen for 2 years as a sponsor.
- Acts as the Area Alateen Process Person, being the main contact between the WSO and the Area in matters relating to Alateen.
- Maintains AFG Connects access.
- Attends and reports at AWSC and Assembly meetings.
- Appoints the Alateen Trainer.
- Works closely with the Alateen Trainer.
- Makes sure all recertifications are sent in by June 15th, the World Service Office (WSO) deadline.
- Maintains a list of certified AMIAS.
- Every January notifies Indiana Area DR's of AMIAS recertification requirements, including background checks and training.
- Maintains a list of all registered Alateen meetings.
- Becomes familiar with the 'Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines'.
- Assists Alateen prepare for KOMIAC (Kentucky, Ohio, Michigan, and Indiana Alateen Conference).
- Assists Alateen officers to prepare for the Alateen Assembly.
- Attends Area Convention to be available for questions on Alateen participation.
- If the Alateen Trainer cannot attend a scheduled training session, the Area Alateen Coordinator or the Area Chairperson will appoint a qualified Alateen Trainer substitute for that session.

Approved 2/28/2026