

## Virginia Area Al-Anon and Alateen Family Groups

**Position:** Alternate Chair

**Term:** 3 Years

### General Description

The alternate Chair, working in close conjunction with and guidance from the Chair, performs the following functions: fills in for chair as needed, and functions as the Area Alateen Process Person. Expenses incurred by this position are covered in the Alternate Chair's budget (reference VA Area Treasurer's Report for actual budget amount).

### Tasks

- Serves on the Alateen Safety Committee which recommends to the VA Assembly modifications and adjustments to the Alateen Safety Guidelines for the protection of Alateens and sponsors
- Maintains fingerprints of certified Alateen sponsors
- Maintains records of active and inactive Alateen sponsors
- Submits fingerprints and other documentation to Virginia State Police for fingerprint and name checks of current and prospective sponsors
- Ensures Virginia website information regarding Alateen sponsors is accurate.
- Follows duties of position in Service Manual
- Provides Alateen group record changes to the WSO and Area group rec. coord in a timely manner.
- Performs certification of each Alateen group annually.
- Follow Area Alateen Coordinators Guidelines G-24 (attached to this position description).
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.

### Time

- Twice yearly Assemblies are 2-day events.
- Prepare for each Assembly: 6 – 8 hours each Assembly
- Twice yearly VAWSC Meetings are 1-day events.
- Prepare for each VAWSC meeting: 6 – 8 hours each meeting
- Semi-annual Officers and Coordinators Meetings are one day events
- Producing written reports: 1 – 2 hours per event.
- Alateen functions averages 5 hours per month.
- Read and respond to email messages from officers, coordinators, district representative, and other members of the Assembly - 15 minutes per week.

### Position Requirements and Desired/Helpful Skills

- Computer word processing and spreadsheet ability.
- Internet access and with an email address are necessary.
- Proficiency in the use of email for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO.