Contents

[Remember, in Al-Anon you do not have to do it alone 2](#_Toc77686030)

[General Responsibilities for all Coordinators 2](#_Toc77686031)

[District Representative (OPENING 12/31/21) 2](#_Toc77686032)

[Alternate District Representative (OPEN) 3](#_Toc77686033)

[Treasurer (Opening 12/31/21) 3](#_Toc77686034)

[Secretary (OPEN) 4](#_Toc77686035)

[OUTREACH: Public Information Coordinator (PIC EVENTS) 4](#_Toc77686036)

[OUTREACH: Institutions Coordinator (Opening 12/31/21) 4](#_Toc77686037)

[Answering Service Coordinator 5](#_Toc77686038)

[Website Coordinator 5](#_Toc77686039)

[Literature Distribution Center Coordinator (OPENING 8/31/21) 5](#_Toc77686040)

[Alateen Coordinator 6](#_Toc77686041)

Remember, in Al-Anon you do not have to do it alone. Whether you are new to service, or a seasoned trusted servant, a Service Sponsor is available for you!!

Below you will find guidelines for each district level service opportunity, as well as sharing from members who are either currently, or have previously, served in some of these roles. **You do not have to do it like the person before, you can do it your way and to the best of your abilities. And there can be co-coordinators who share the service position responsibilities and time requirements.**

**More information on service and these positions can be found in the 2018-2021 Al-Anon/Alateen Service Manual:**

[**https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/**](https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/)

# General Responsibilities for all Coordinators

* Attend 9 District meetings, send a delegate or provided report if you cannot attend.
* Contacts DR or Alt DR if will be absent for a few months (life does happen).
* Participates in District Group Conscience for your group.
* Responds to inquiries from members in a timely manner.
* No contact from a Coordinator for 6 months will result in the resignation from the position.

# District Representative (OPENING 12/31/21)

The District Representative (DR) is an important link between the groups and the area assembly. A DR should have a basic knowledge of Al-Anon and Alateen Traditions, the Concepts of Service, and how they work.

* Passes on information about World Service Office (WSO) activities, World Service Conference (WSC), and New York North (NYN) decisions to the GRs in district.
* Attends the NYN Area World Service Committee (AWSC) twice a year, typically a month before Assembly.
* Attends Spring and Fall NYN Assemblies (currently virtual)
* Calls and chairs meetings within their District to ensure information is passed down to the groups and that group issues are heard and discussed.
* Works with Alternate DR to set agenda for District meeting.
* Periodically visits groups and keeps in touch with the Group Representatives (GR).
* Is second name on District 8 bank account.

**MONTHLY TIME COMMITMENT**:

Average number of Hours Spent per Month: 5 hours average except for assemblies which brings the average to 7.5 hours over the year.

General Duties:

* 2 hours – District meeting (meeting and agenda/minutes)
* 3 hours – Getting to meetings to say Hi/reinforce the district is here to support the groups
* 8 hours – ASWC Assembly meetings 4 hrs. x 2x/year – Spring and Fall (currently virtual)
* 8 hours – ASWC Assembly 4 hrs. x 2x/year – Spring and Fall (currently virtual)

**Currently Serving:** Joan L. (Joan\_Liberty@hotmail.com)

*“My service as District Representative of District 8 has been an extraordinary experience. My higher power is forever challenging me to reach for the stars, as I stay in contact with groups, individuals, the New York Area, and the World Service Office. I have endeavored to take giant leaps of faith as I develop gifts and talents under Al-Anon’s gentle wings. The world has become smaller and less intimidating. I am more self-confident, less rigid and controlling, and try to communicate honestly and directly as best I can. I have come to love the program in a new way. No longer is recovery just about me, but rather about fellowship and finding in the Fellowship a healthy family filled with unconditional love, kindness and support.” Kevin M. former DR.*

*I underscore what Kevin M. said! Being DR has been an extremely rich experience; lots of opportunity to learn more about how to be of service, how to practice Al-Anon principles, and use the many tools that are Available to us! Joan L.*

# Alternate District Representative (OPEN)

* Completes the term when (if) the DR resigns
* Can attend the NYN Area World Service Committee (AWSC) with DR or if DR is unable.
* Can attend Spring and Fall NYN Assemblies with DR or if DR is unable.
* Works with DR to set agenda for District meeting.
* Assists in visiting district groups

**MONTHLY TIME COMMITMENT**: 1-2 hours per month

**Currently (Temporarily) Serving:**  Maria S. ([sully262@yahoo.com](sully262%40yahoo.com))

# Treasurer (Opening 12/31/21)

* Pay monthly bills, Phone Service and other expenses associated with Dist. 8
* Deposit Checks received from groups.
* Updating, Balancing the checkbook Monthly, Deposits made through Paypal or Electronic payments such as GoToMeeting.
* Prepare a Monthly Report for the group month meeting to report Income and Expenses associated with District 8.
* Prepare a Monthly Bank Reconciliation balancing the checkbook to the bank balance.
* Is one of two signatories on the district bank account.

**MONTHLY TIME COMMITMENT**:

Average number of Hours Spent per Month: 2 hours

**Currently Serving: Rich H.** (Rich H <har1281@nycap.rr.com)

*“Personally, I spend approximately one plus hours a month handling the Treasurer duties. This position does not entail a lot of time and as such is a good starting point for anyone willing to do service work. As Treasurer you not only become familiar with District activities but also learn the relevance of groups and how they support the district. And the friendships formed are invaluable. I feel if you can maintain a checkbook, then this is the job for you.”* Previous Treasurer

# Secretary (OPEN)

* Attends district meetings and takes notes during the meeting.
* Prepares the monthly district newsletter and submits it to the DR and Electronic Newsletter coordinator for distribution.
* Coordinates with Alternate Secretary and DR if unable to attend monthly District meetings.

**MONTHLY TIME COMMITMENT**:

Average number of Hours Spent per Month

**Currently (Temporarily) Serving:**  Maria S. ([sully262@yahoo.com](sully262%40yahoo.com))

# OUTREACH: Public Information Coordinator (PIC EVENTS)

* The Public Information Coordinator works with trusted district servants and our Al-Anon Family Groups to reach out to the public, professionals, and other community resources to share information about how our program can help families and friends of alcoholics.
* World Service and the NYN Area Assembly provide guidelines, resources, and ideas.

*“Allocation and scheduling of time are completely flexible. The work provides an opportunity to meet people, learn more about our community, develop and enhance skills, and further recovery through working Step 12 and honoring Traditions 5, 8, and 11.”*

**MONTHLY TIME COMMITMENT**:

Average number of Hours Spent per Month

**Currently Serving: Teresa K. (****teresakaplan@me.com****) and Jen S. (**[**jennifer.smith1645@yahoo.com**](jennifer.smith1645%40yahoo.com)**)**

# OUTREACH: Institutions Coordinator (Opening 12/31/21)

* Main contact for support requests from institutions
* Follow-up periodically with area institutions and Treatment Facilities to see if they would like a meeting held, need literature, or have questions about Al-Anon.
* Recruit Al-Anon groups and/or individual members to support/chair institution meetings
* Provide literature for the meetings

**Number of Hours Spent per Month:** 1-2 hours

**Currently Serving:** Maria S. ([sully262@yahoo.com](sully262%40yahoo.com))

*“Service was the first step in repairing my self-esteem. I knew the thanks from my friends was genuine. It felt good contributing while helping the group to move forward so we could help others.”*

# Answering Service Coordinator

* Maintain a list of Al-Anon Groups whose members are willing to check the answering service for messages. Groups typically do this service work for a one-month period.
* Reach out to group representatives to ensure the answering service is covered by group members each month. This is best done via email.
* Review and update the Answering Service Guidelines on a periodic basis to ensure volunteers providing coverage have as much information as possible to respond appropriately to requests from callers.

**MONTHLY TIME COMMITMENT**:

Average number of Hours Spent per Month: ½ - 1 hour.

* Call the Answering Service Provide to update phone number for volunteer for the month.
* Update the Answering Signup Genius annually for the upcoming year.
* Update instructions if anything changes significantly.

**Currently Serving: Sue B. (** **suealb7@aol.com****)**

*“On average I spend about half an hour to an hour a month doing this. The greatest benefit to this service opportunity is connecting with Al-Anon members I may not otherwise meet. And I’ve learned more about what Al-Anon does to help those in need.”* Previous Coordinator

http://www.al-anon.org/members/pdf/guidelines/G21.pdf

# Website Coordinator

* Attends the Capital District AFG Website meetings (currently meeting quarterly)
* Update all content on the website for District 8 as needed, including the upcoming events information and access to the monthly district newsletter.
* Works with Districts 7, 22 and 24 Website Coordinators to ensure changes are implemented accurately.

**MONTHLY TIME COMMITMENT**:

Average number of Hours Spent per Month: 2 -4 hours

**Currently Serving:** Joan L.(joan\_liberty@hotmail.com)

# Literature Distribution Center Coordinator (OPENING 8/31/21)

* Order literature from WSO and keep a reasonable inventory on hand.
* Take orders from Groups and members and fill them.
* Call the person to arrange for pick-up or delivery of orders.
* Keep track of payment and have only a prudent balance on hand and provide a report to the district each month.
* Manages and is signatory on LDC bank account.

# Alateen Coordinator

* Serves as the voice of Alateen at the district level.
* This individual is typically a Alateen sponsor.
* Communicates information provided at the district level with Alateen groups.
* Encourages Alateen member participation in district meetings and connections with local Al‑Anon groups.

**MONTHLY TIME COMMITMENT**:

Average number of Hours Spent per Month: 2 -4 hours

**Currently Serving:** Gary A. (garyallocco@yahoo.com)