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## New Mexico / El Paso Area 38 Service Position Manual

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Position Title: Alateen Coordinator

Term of Service: 3 years as per Area Election Cycle

How Elected: Group Representatives vote at Election Assembly

Eligibility:

- Ø All AI-Anon members except members of AA
- Ø Must meet area eligibility requirements – See attached Area 38 Eligibility Requirements

Description of Responsibilities:

\*Area 38 has written requirements regarding Alateen sponsorship\*

- Disseminate and liaison information from World Service Office (WSO), the Area and Districts to Alateen groups and vice versa
- Review WSO computer print out to make sure area Alateen information is correct
- Copy Alateen section of Area Highlights and The Forum, and distribute to Alateen groups and Alateen sponsors
- Encourage Alateen to submit shares to Alateen Talk, The Forum, The Roadrunner (Area 38 newsletter) and to other Conference Approved Literature (CAL)
- Visit as many Alateen groups in Area 38 as possible

- Reach out to Al-Anon members to encourage becoming Alateen sponsors
- Train and support new Alateen sponsors
- Tracks Alateen groups in Area 38
- Help to start up new Alateen groups
- Work with Alateen Safety Coordinator
- Contact District Representatives as to what is needed in their District
- Utilize assigned Action Team to assist in identifying projects and in facilitating the accomplishment of projects

References:

- ✓ Service Manual pages 60, 140 (2004-2006 version)
- ✓ Guideline Sheet: G-24