



New Mexico / El Paso Area 38 Service Position Manual

Position Title: Institutions 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

Description of Responsibilities:

- Distribute information about AI-Anon/Alateen to professionals and institutions
- To establish and coordinate AI-Anon and Alateen meetings that share experience, strength and hope with Institutions such as; hospitals, treatments centers, correctional institutions, courts, schools.
- Acts as collector / clearinghouse of information and oversees dissemination of information
- Coordinates PSA (Public Service Announcement) dissemination to radio and television stations
- Acts as liaison to professional community
- Provide reports of activities/information at Area World Service Committee (AWSC) meetings and Area Assemblies

- Contact District Representatives to find out what is needed in their District
- Utilize assigned Action Team to assist in identifying projects and facilitating in the accomplishment of Area projects
- Contribute articles and updates to Roadrunner, the Area 38 newsletter

References:

√ Service Manual pages

Area Coordinators pages 107, 126, 129-130

Coordinators pages 31, 60, 107, 134

Institutions Group pages 35-36, 68, 69

Al-Anon Alateen Service Manual 2004-2006

√ Guideline Sheet: G-9, G-10, G-14, G-29