



New Mexico / El Paso Area 38 Service Position Manual

Position Title: Translation 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:

- Arrange for translation of Area business meeting minutes, RoadRunner newsletter, web site information, and other Area information and correspondence to be translated
- Schedule interpreters needed for all area AI-Anon business meetings, assemblies and conventions
- Provide reports of activities/information at Area World Service Committee meetings and Area assemblies
- Coordinate maintenance of equipment
- Store / transport equipment to AI-Anon business meetings, assemblies and conventions
- Participate in Area World Service Committee meetings, Area assemblies, and team meetings

- Contact District Representatives as to what is needed in their district in regards to this service position
- Utilize assigned Action Team to assist in identifying projects and facilitating in the accomplishment of Area projects

References:

√ Service Manual pages

Area Coordinators pages 107, 126, 129-130

Coordinators pages 31, 60, 107, 134

Al-Anon Alateen Service Manual 2004-2006