

ALATEEN COORDINATOR (*Volunteer Position*)

Attend all District meetings or send a representative. Review past months meeting minutes and submit any corrections to the District Secretary.

Familiarize oneself with the duties of the Alateen Coordinator in the Al-Anon and Alateen Service Manual, and WSO Guidelines.

Keep a list of all District 23 Alateen groups' Certified sponsors.
Keep contact with WA Area Alateen Process Person and all Certification Requirements.

Report on condition of each District 23 Alateen group, and the need for new sponsors. Put a want ad in the District newsletter requesting the need for new sponsors.

Be available for sponsor meetings on a regular basis – intervals to be determined by the District Alateen Coordinator and the current sponsors.

Encourage all Alateen groups to register with World Service Office and encourage new Alateen sponsors to complete the WA Area certification process. Have the Alateen Talk Publication sent to the District Alateen Coordinator to be distributed at the sponsor's meeting.

Encourage fundraisers. Guidelines for fundraisers are included in the District Alateen Library. (See Fundraising pages in the Service Manual)

Be familiar with all Alateen Literature provided by the District as the District Alateen Library, which is to be passed on to the new District Alateen Coordinator.

Literature for Alateen projects will be obtained thru the District 23 Literature Distribution Center.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.

Be willing to visit Al-Anon groups in the District and encourage the members to be an Alateen sponsor.

Submit an estimated budget to the District Budget Committee and the Literature Distribution Center.

A subscription to the *Washington Wanderings* is recommended. Having a Service Sponsor is strongly recommended.

In March each year, submit a short report to the District of the past years events or activities.

District voted/approved on 9/03/09