

Position	Qualifications	Duties	Responsibilities
Area Chair	Served One Term as DR	I create the agenda for Area meetings including the AWSC (Area World Service Committee) & Assemblies. I lead the meetings, keep people focused on Al-Anon's principles, and make sure everyone's voice is heard.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Delegate	Served One Term as DR	I am the channel through which information flows from the World Service Organization (WSO). It is my responsibility to bring to the World Service Conference (WSC) the viewpoint of the Maine Area on matters affecting the Al-Anon fellowship, and return to the Maine Area with a broader perspective of Al-Anon worldwide.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Alternate Delegate/Area Alateen Processing Person (AAPP)	Served One Term as DR	I am the Area's Alateen contact with the WSO Group Records Department regarding Alateen certification forms. I collaborate with the Area Alateen Coordinator to ensure continuity of Alateen in Maine. I also serve as the Alt. Delegate & Alt. Area Chair.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Area Secretary	Served One Term as DR	I record Area World Service Committee (AWSC) meeting minutes and communicate to all AWSC members on Area issues between meetings. I maintain contact lists of Area officers and coordinators. I also maintain a binder of past minutes for archival purposes. I am a voting member of the AWSC.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Area Treasurer	Served One Term as DR	I handle all Area World Service Committee (AWSC) finances. I also distribute the annual appeal letter to all groups in Maine. You will hear me present the financial report at all Area meetings. I am a voting member of the AWSC.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Alateen Coordinator	AMIAS	I coordinate Alateen activities including Alateen meetings and Alateen group sponsor training for Al-Anon Member Involved In Alateen Service (AMIAS). I communicate with the Districts (AMIAS & Alateens in each district), the Maine Area Alateen Coordinator and the Maine Area Alateen Process Person (AAPP). I educate the membership and inspire Alateen sponsors (AMIAS) for supporting new and existing Alateen groups. I assist Alateen Sponsors and/or other AMIAS candidates through the training & certification process.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Literature Coordinator	Active Member of Al-Anon	I am a vital link in Al-Anon service, carrying the message of recovery and unity through Al-Anon Conference Approved Literature (CAL). I read and become familiar with each piece of Al-Anon literature. I am a resource for my Area on CAL. I encourage members to write sharings for CAL projects in development. I create displays of books, pamphlets and other material for Area events.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Al-Anon Information Services (AIS)	Served One Term as DR	I am the first point of contact when someone calls the Maine Area 1-800 telephone number. I provide assistance in finding meeting locations by directing people in need to the www.maineafg.org website and mailing out meeting directories. I work with other service members to ensure all communication is accurate & timely.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Public Outreach Coordinator	Active Member of Al-Anon	I inform the general public through the media, professionals, facilities, and organizations about Al-Anon in Maine, what we do, and how to get in touch with our fellowship. The goal is to attract to our program those whose lives are or have been affected by someone else's drinking, so that those who need our program can find the help and hope we offer. We also strive for name recognition and credibility as a community resource.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings

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Institutions Coordinator	Active Member of Al-Anon	My responsibility is to help our program become established in prisons, jails, special schools, and detention centers. Statistics show that many inmates/residents are incarcerated as a result of alcohol and drug abuse and/or the effects of the disease. Establishing an Al-Anon or Alateen group at an institution provides an opportunity for residents and their loved ones to learn about the Al-Anon program of recovery.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Archives Coordinator	Active Member of Al-Anon	My job is to preserve the experience, history and memorabilia of the Al-Anon fellowship from its beginning in Maine. This history is preserved so as to be available to the membership and any serious researcher, within the framework of our Traditions, for the good of Al-Anon as a whole. The collection and preservation of our past renews our sense of purpose and serves as the thread that links the generation of stories that are to follow.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Group Records	Served One Term as DR	I am the “keeper” of Al-Anon group information. It is essential that I be kept informed of group changes. I serve as a primary contact between the Area and the WSO regarding Al-Anon group records. I work closely with Al-Anon Information Services (AIS) advising of new groups or group changes. My job also includes www.maineafg.org website updates whenever events or meeting changes develop.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Membership Outreach	Active Member of Al-Anon	My job is to try to find ways to communicate within the fellowship about Al-Anon and Alateen activities. I assist in Al-Anon and Alateen participation in Area Conventions. Sometimes I brainstorm to test ideas for strengthening the Area Assembly and other meetings. My job is to reach out to each group to invite unity and identify missing “links of service” and assist with repairing the link.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Convention Chair	Active Member of Al-Anon	I organize a committee to plan the annual Al-Anon/Alateen convention. It is my responsibility to coordinate the date, venue and theme of the convention, working with my committee. The purpose of the Maine Area Convention is to foster spiritual growth among the fellowship of Al-Anon/Alateen. It’s a time for members to enhance their understanding of the program and to find ways to attract new members.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Round-up Chair	Active Member of Al-Anon	I plan Al-Anon’s participation in the annual Round-up, AA’s convention. Al-Anon is present for support and organizes various workshops for AA members and their families.	Attend 5 AWSC Meetings; Attend 3 Assemblies; Be free for Saturday Meetings
Forum Contact	Active Member of Al-Anon	I encourage groups and members to submit sharings to The Forum and to become subscribers. Each registered group receives a complimentary subscription of The Forum via their GR, who I encourage to share with the group during the GR report. I work with other Area Service Members to sponsor subscriptions or to distribute copies of The Forum to libraries, institutions and professional offices.	Encouraged to attend or provide a report