



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: 7 March 2015 Spring VAWSC

Effective Date: 1 January 2016

Position: AREA ALATEEN PROCESS PERSON (AAPP)

Term: Three years

Appointed by the Area Chairperson

Reviewed: July 2021

General Description

The primary responsibilities of the Area Alateen Process Person (AAPP) are to maintain accurate current records and files for Alateen Sponsors and Alateen Groups in a secure location, and to function as the point-of-contact for the Area to the Virginia State Police. He/she communicates with the Area Chairperson regarding concerns or questions.

Expenses incurred by this position are covered in the Area Alateen Process Person Coordinator's budget (reference the Virginia Area Treasurer's Report for actual budgeted amount).

Tasks

- Maintain current listing of Alateen Sponsors and Alateen Groups by District.
- Facilitate the Alateen Sponsor certification process involving the District Representative, Area Alateen Coordinator and Virginia State Police.
- Maintain the minimum personal approved SP-167 Criminal History Name Search.
- Request status and at least one tri-annual Area Alateen Sponsor Workshop attendance of all Alateen Sponsors.
- Conduct an annual Area audit of AAPP records.
- Provide reports to the Area Assembly, VAWSC and District Representatives four times per year.
- Facilitate registration of and changes to Alateen Groups with WSO, Area Alateen Coordinator and Area Group Records Coordinator.
- Ensure that all paperwork, including correspondence, is dated, copied and placed in the appropriate file.
- Participate in AAPP conference calls as scheduled by WSO.
- Provide access to AAPP records as requested by the Area Alateen Coordinator or any Area Officer.
- Request assistance from the Area Chairperson immediately upon need.

Time

- Two-day Assemblies, currently scheduled for Spring and Fall.
- Preparation for Assembly as needed.
- One-day VAWSC Meetings as called by Area Chairperson.
- One-day Area Officers and/or Coordinator's meetings as called by the Area Chair.
- Produce written reports as needed
- Create and maintain files, facilitating the processing of certification applications.
Communicate information to District Representatives and other entities: approximately 2-4 hours weekly
- Keep up with changing WSO processes and technology using a variety of resources which may include but not be limited to, e-communities and WSO conference calls.

Position Requirements and Desired/Helpful Skills

- Knowledge of the Al-anon Alateen Service Manual.
- Active Al-anon member for one year or more.
- Ability to organize well and to follow the AAPP process.
- Clear verbal and written communication skills that reflect the principles of Al-Anon.
- Computer skills, including competence in word processing and spreadsheets.
- Proficiency in the use of e-mail.
- SP-167 Certified with a copy of the approval sent to the Area Chairperson who at that point can confirm the AAPP appointment.
- Service Sponsor