



## **Virginia Area Al-Anon Alateen Assembly, Inc.**

### **AREA JOB DESCRIPTION** **Approved: 2024 Spring Assembly** **Effective Date: May 6, 2024**

**Position: AREA ASSEMBLY COORDINATOR**

**Term: 3 years**

**Appointed by the Area Chairperson**

**Reviewed: January 2024**

#### **General Description:**

The primary responsibilities of the Assembly Coordinator are to work in close conjunction with the Area Chairperson, to be the Area liaison to the facility where Assemblies are held, to oversee with workings of the Assembly Registration Committees, and to handle many of the details and decisions related to planning and conducting Assemblies. In the event of a decision to hold the Assembly(s) virtually to coordinate with the Area Web Coordinator to establish the virtual meeting platform to hold the meeting in addition to the Area Chairperson.

Expenses incurred by this position are covered in the Assembly Registration budget. These expenses include, but are not limited to, expenses to attend Assemblies, VAWSC meetings, other Area meetings as called by the Area Chairperson, and other service-related expenses.

#### **Tasks:**

- Work closely with the Area Chairperson to negotiate contracts with the chosen Assembly facility
- Act as the Area liaison to the facility selected for Assembly
- Maintain a thorough knowledge of the Virginia Area Assembly Registration Guidelines
- Oversee the workings of the Assembly Registration Committees
- Maintain a healthy working relationship with the Area Chair
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual

**Time:**

- Two-day Assemblies currently scheduled for Spring and Fall
- Preparation for Assemblies as needed
- One-day VAWSC meetings as called by the Area Chairperson, currently two per year
- Preparation for VAWSC meetings as needed
- One-day Area Officers/Coordinators meetings as called by the Area Chairperson
- Preparation of written reports as required
- One-day workshop with each Assembly Registration Committee
- Communication with the Assembly Registration Committees as needed

**Position Requirements and Desired/Helpful Skills:**

- Leadership skills that demonstrate responsibility and respect for the principles of Al-Anon
- A voting Coordinator at all VAWSC meetings
- Verbal and written communication skills that reflect the principles of Al-Anon
- Proficient in the use of email for communication
- Computer skills, including the ability to maintain spreadsheets and/or databases
- Word processing skills for producing written reports
- Proficient in the use of the internet for downloading pertinent documents
- Thorough knowledge of the Al-Anon/Alateen Service Manual
- Have a Service Sponsor