Remember, in Al-Anon you do not have to do it alone.

Whether you are new to service, or a seasoned trusted servant, a Service Sponsor is available for you!!

Below you will find guidelines for each district level service opportunity, as well as sharing from members who are either currently, or have previously, served in some of these roles. **You do not have to do it like the person before, you can do it your way and to the best of your abilities. And there can be co-coordinators who share the service position responsibilities and time requirements.**

**More information on service and these positions can be found in the current Al-Anon/Alateen Service Manual:**

[**https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/**](https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/)

# General Responsibilities for all Coordinators

* Attend Bimonthly District meetings and email brief status report a few days before the meeting; if cannot attend, ask someone from your group to attend in your place
* Contact DR or Alt DR if will be absent for a few months (life does happen).
* Participate in District Group Conscience for your group.
* Respond to inquiries from members in a timely manner.

Note: No contact from a Coordinator for 6 months will result in the resignation from the position.

Information for all positions can be found in the current Al-Anon/Alateen Service Manual, which can be found here: https://al-anon.org/for-members/members-resources/manuals-and-guidelines/service-manual/

# District Representative (Approx. 5 hours/month) OPEN

The District Representative (DR) is an important link between the groups and the New York North (NYN) Area assembly. A DR should have a basic knowledge of Al-Anon and Alateen Traditions, the Concepts of Service, and how they work.

* Passes on information about World Service Office (WSO) activities, World Service Conference (WSC), and New York North (NYN) decisions to the GRs in district.
* Attends the NYN Area World Service Committee (AWSC) twice a year, typically a month before the NYN Assembly\*
* Attends Spring and Fall NYN Assemblies (currently virtual)\*
* Calls and chairs bimonthly meetings within their District to ensure information is passed down to the groups and that group issues are heard and discussed.
* Works with Alternate DR to set agenda for District meeting.
* Periodically visits groups and keeps in touch with the Group Representatives (GR).
* Is second name on District 8 bank account.
* Average number of Hours Spent per Month: 5 hours average except for \*Assemblies
* Duties can be co-shared with Alt. Dist. Rep or other Al-Anon member.

*“My service as District Representative of District 8 has been an extraordinary experience. My higher power is forever challenging me to reach for the stars, as I stay in contact with groups, individuals, the New York Area, and the World Service Office. I have endeavored to take giant leaps of faith as I develop gifts and talents under Al-Anon’s gentle wings. The world has become smaller and less intimidating. I am more self-confident, less rigid and controlling, and try to communicate honestly and directly as best I can. I have come to love the program in a new way. No longer is recovery just about me, but rather about fellowship and finding in the Fellowship a healthy family filled with unconditional love, kindness and support.” Kevin M. former DR.*

*I underscore what Kevin M. said! Being DR has been an extremely rich experience; lots of opportunity to learn more about how to be of service, how to practice Al-Anon principles, and use the many tools that are Available to us! Joan L.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# Alternate District Representative (Approx. 1-2 hours/month) OPEN

* Completes the term when if the DR is unable to
* Can attend the NYN Area World Service Committee (AWSC) with DR or if DR is unable
* Can attend Spring and Fall NYN Assemblies with DR or if DR is unable
* Works with DR to set agenda for Bimonthly District meetings
* Assists in visiting district groups when schedule allows
* Duties can be co-shared

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Secretary (est. 1 hour/month) OPEN

* Attends district meetings and takes notes during the meeting.
* Coordinates with Alternate Secretary and DR if unable to attend monthly District meetings.
* Duties can be co-shared

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OUTREACH: Public Information Coordinator OPEN

(est. 2-4 hours/month)

* The Public Information Coordinator works with trusted district servants and our Al-Anon Family Groups to reach out to the public, professionals, and other community resources to share information about how our program can help families and friends of alcoholics.
* World Service and the NYN Area Assembly provide guidelines, resources, and ideas
* Duties can be co-shared

*“Allocation and scheduling of time are completely flexible. The work provides an opportunity to meet people, learn more about our community, develop and enhance skills, and further recovery through working Step 12 and honoring Traditions 5, 8, and 11.”*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# Website Coordinator (Approx 2-4 hours/month) OPEN

* Attends the Capital District AFG Website meetings (currently meeting quarterly)
* Update all content on the website for District 8 as needed, including the upcoming events information and access to the monthly district newsletter.
* Works with Districts 7, 22 and 24 Website Coordinators to ensure changes are implemented accurately
* Duties can be co-shared

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Alateen Coordinator (Approx. 2-4 hours/month) OPEN

* Serves as the voice of Alateen at the district level.
* This individual is typically an Alateen sponsor.
* Communicates information provided at the district level with Alateen groups.
* Encourages Alateen member participation in district meetings and connections with local Al‑Anon groups
* Duties can be co-shared

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Answering Service Coordinator (Approx 1 hour/month)

**Temporarily Serving:** Sue B. **(** **suealb7@aol.com****)**

* Maintain a list of Al-Anon Groups whose members are willing to check the answering service for messages. Groups typically do this service work for a one-month period.
* Reach out to group representatives to ensure the answering service is covered by group members each month. This is best done via email.
* Review and update the Answering Service Guidelines on a periodic basis to ensure volunteers providing coverage have as much information as possible to respond appropriately to requests from callers.
* Call the Answering Service Provide to update phone number for volunteer for the month.
* Update the Answering Signup Genius annually for the upcoming year.
* Update instructions if anything changes significantly.

*“On average I spend about half an hour to an hour a month doing this. The greatest benefit to this service opportunity is connecting with Al-Anon members I may not otherwise meet. And I’ve learned more about what Al-Anon does to help those in need.”* Previous Coordinator

<http://www.al-anon.org/members/pdf/guidelines/G21.pdf>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_