

# AL-ANON FAMILY GROUPS -TENNESSEE AREA 52

## DEFINITIONS

### BASIC SKILLS AND KNOWLEDGE REQUIREMENTS OF ALL OFFICERS AND COORDINATORS

Adopted: 08/16/2023

## DEFINITIONS

### AL-ANON OR ALATEEN FAMILY GROUP (AFG) DEFINITION:

A registered AFG is composed of members who meet together at the same time and location. The members of a registered AFG may meet in a geographic location or exclusively online.

A geographic group that includes online participation is called a hybrid meeting. It is **not** a third kind of group; it is still a geographic group.

### REGISTERED AFGs:

1. are listed with the WSO, the Area and the Al-Anon Information Service (AIS). Upon registration with the World Service Office (WSO),
2. each AFG agrees to adhere to the Al-Anon/Alateen Traditions. TN, Area 52 recognizes all registered AFGs within Area 52 and welcomes their representatives with voice and vote to Area, District and AIS meetings.
3. They participate in the links of service with TN, Area 52.

## ACRONYMS

Al-Anon Family Group (AFG)

Al-Anon Information Service (AIS)

Al-Anon Member in Alateen Service (AMIAS)

Area Group Records Coordinator (AGRC)

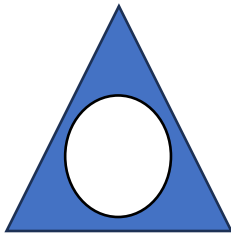
Current Mailing Address (CMA)

District Representative (DR)

Group Representative (GR)

Tennessee Area Alateen Processing Person/Alateen Coordinator (TAAPP/TAAC)

World Service Office (WSO)



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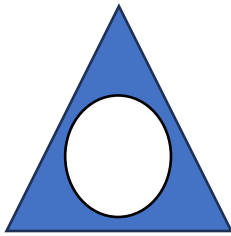
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## **BASIC SKILLS AND KNOWLEDGE**

- A. Attend Al-Anon meetings regularly.
- B. Attend all scheduled Area meetings during the term.
- C. Provide a written report and oral report during Area meetings; post the written report to *the current Area electronic platform (used for communication, file storage, calendar, etc.)* within two (2) weeks of each meeting.
- D. Have a personal sponsor.
- E. Have or are willing to seek a service sponsor.
- F. Have previously served in Al-Anon service at the Group, District, AIS or Area level.
- G. Submit their annual budget to the treasurer one month before the fall AWSC.
- H. Have the ability and willingness to communicate with other officers and coordinators.
- I. Have access to the internet and the current Area electronic platform used for communication, file storage, calendar, etc.
- J. Is familiar with Basic Skills and Knowledge Requirements of All Area Officers and Coordinators.
- K. Participate in available WSO AFG Connects, discussion boards, or conference calls and share appropriate information with the Area.
- L. Have a working knowledge and comfort with productivity tools such as Microsoft Word, Excel, PowerPoint, groups.io, Google Drive and Zoom
- M. Have access to a photocopier or copy service to make paper copies for Area meetings if needed.
- N. Are thoroughly familiar with the current Al-Anon/Alateen Service Manual.
- O. Are familiar with the Area's Currently Used Resolutions.
- P. Have a working knowledge of the Steps, Traditions and Concepts of Service
- Q. Follow job duties as outlined in the current Al-Anon/Alateen Service Manual and WSO Guidelines
- R. Deliver pertinent information and shares experience, strength and hope with the next person who fills the position.



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- S. Willing to have name, address, phone number and e-mail address published in Tennessee Area 52 publications.
- T. Able and willing to serve a three-year term.
- U. Is not also a member of Alcoholics Anonymous

## **REMOVAL OF AN OFFICER/COORDINATOR**

In the event the elected or appointed Trusted Servant cannot or will not perform the responsibilities contained in the Service Position Description, the Area Chairperson will contact the Trusted Servant and attempt to resolve the issues. If the Trusted Servant remains unwilling or unable to perform these responsibilities, further action including removal may be considered.

This may be considered if they are:

- A. Absent at two or more consecutive Area meetings without advance notice
- B. Not carrying out the responsibilities listed in the Service Position Description

## **REMOVAL OF THE AREA CHAIRPERSON**

In the event the Area Chairperson cannot or will not perform the responsibilities contained in the Service Position Description, the Area Officers will appoint one of the Area Officers to contact the Area Chairperson and attempt to resolve the issues. If the Chairperson remains unwilling or unable to perform these responsibilities, further action including removal may be considered.

Removal of the Area Chairperson may be considered if he/she is:

- A. Absent at two or more consecutive Area Meetings without advance notice or reason.
- B. Not carrying out the responsibilities listed in the Service Position Description.