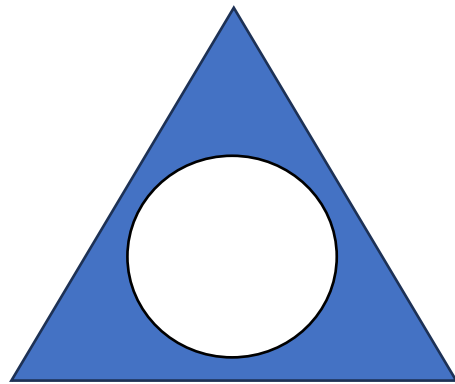


Al-Anon Family Groups-Tennessee Area 52

Tennessee Area Alateen Coordinator

Tennessee Al-Anon Process Person



Contents

TAAC 1
TAAPP 2

TAAC

DUTIES

- A. Is familiar with *Basic Skills and Knowledge Requirements of All Area Officers and Coordinators* ~~found at the beginning of this document.~~
- B. Ensures that AMIAS are familiar with, and adhere to the *Tennessee, Area 52 Safety and Behavioral Requirements*.
- C. Maintains TN Area AMIAS certification.
- D. Must have previous experience as a certified AMIAS.
- E. Ensures that all AMIAS adhere to the *Tennessee Area 52 Requirements for Al-Anon Members Involved in Alateen Service*.
- F. Ensures that each Area Alateen Group has at least two certified AMIAS and is in compliance with the Area process.
- G. Follows World Service Guideline *Area Alateen Coordinator (G-24)*.
- H. Receives communications from the WSO, and shares information with the Area as appropriate.
- I. Develops a process for sharing Alateen information with Area members in a timely manner.
- J. Serves as the link between the WSO, the Area, Districts, Groups, Alateen Sponsors and AMIAS.
- K. Sends notification to Area AMIAS of recertification deadlines.
- L. Coordinates the proper distribution of Alateen forms.
- M. Makes arrangements for regular AMIAS training workshops.
- N. Maintains procedures for events with Alateen participation including procedures for parental permission and medical care when applicable.
- O. Informs Area Group Records Coordinator/Website Coordinator to keep them informed of all changes with Alateen groups.
- P. Notifies the Area District, and local AIS of any group information change in Alateen meetings.
- Q. Maintains confidentiality of all Alateen records.
- R. Assists any Al-Anon member or member of the public with questions regarding Alateen, referring them to the appropriate resource.

TAAPP

DUTIES

- A. Is familiar with *Basic Skills and Knowledge Requirements of All Area Officers and Coordinators* ~~found at the beginning of this document.~~
- B. Ensures that AMIAS is familiar with, and adheres to the *Tennessee, Area 52 Safety and Behavioral Requirements*.
- C. Is required to be a certified TN Area AMIAS.
- D. Has an interest in the Alateen program.
- E. Must have previous experience as a certified AMIAS.
- F. Maintains a current list of all certified AMIAS who are eligible to serve the Area at any time.
- G. Keeps accurate records for all current CMAs, group sponsors, and AMIAS with their individual identification number, notifies each AMIAS of their identification number.
- H. Processes all AMIAS certifications and recertifications in the WSO Online Alateen Group Records.
- I. Processes background check applications for prospective AMIAS.
- J. Notifies Area AMIAS of their certification or recertification status.
- K. Informs Area AMIAS if they have an inactive status.
- L. Informs the TAAC of the certification status of all AMIAS.
- M. Changes pertinent WSO Alateen Online group record to inactive if AMIAS fails to recertify the group.
- N. Confirms all Area Alateen groups' meeting information on the annual update portion of each meeting's group record as part of the annual Area recertification process.
- O. Processes all new Alateen Groups and any Alateen Group Record Changes through the WSO Online Alateen Group Records.
- P. Changes pertinent WSO Alateen Online Group Record to "Inactive" if an Area Alateen group does not meet guidelines of the Area Process or chooses to become inactive.
- Q. Inform the TAAC, District, and local AIS of any group information changes.
- R. Only currently certified AMIAS applications are retained by the TAAPP. Applications should be held for one year and then destroyed. The applications of AMIAS who did not certify or recertify should be destroyed as soon as possible after the end of the annual certification process.
 - 1. Completed Alateen Group Registration Forms and Group Records Change Forms are retained by the TAAPP for at least one year.
 - 2. TAAPP can provide the District Representatives with a listing of all the Alateen groups in the Area.