



Al-Anon Family Group – Tennessee Area 52

Service Position Description Forum Coordinator

Primary Duties:

- Encourage use of The Forum
- Keep the Area updated regarding articles of interest in The Forum
- Inform Area Al-Anon members of information from the World Service Office regarding The Forum
- Attend scheduled Area meetings
- Provide a written report and oral report during Area meetings; post the written report to the Area e-tree within two (2) weeks of each meeting
- Participate in WSO AFG Connects, discussion boards or conference calls, if available

Other Duties:

- Submit budget request to Treasurer two weeks prior to the Fall AWSC meeting
- Deliver pertinent information relating to the service position to the incoming Forum Coordinator

Basic Skills Required:

- An interest in the Forum
- Access to the internet, e-mail and the AWSC e-tree
- Basic written communication skills, including writing, editing and distributing documents using Microsoft Word, Excel and .pdf applications for Area meetings, over the e-tree and by e-mail
- Good oral communication skills

Basic Requirements of all Area Officers/Coordinators:

- Regularly attend Al-Anon meetings
- Have a personal sponsor
- Have or be willing to seek a service sponsor
- Have previously served in Al-Anon service at the Group, District, AIS or Area level
- Attend all scheduled Area meetings during the term

- Have the ability and willingness to communicate with other officers and coordinators
- Are thoroughly familiar with the current Al-Anon/Alateen Service Manual
- Have a working knowledge of the Steps, Traditions and Concepts of Service
- Follow job duties as outlined in the current Al-Anon/Alateen Service Manual and WSO Guidelines
- Willing to share experience, strength and hope with the next person who fills this position
- Willing to have name, address, phone number and e-mail address published in Tennessee Area 52 publications
- Able and willing to serve a three-year term
- Is not also a member of Alcoholics Anonymous

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.

Removal of an Officer/Coordinator may be considered if he/she is:

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