

## **Institutions Coordinator Job Description**

### **Institutions Coordinator:**

The Institutions Coordinator is elected by the Northern California World Service Committee.

Holds this position for a period of 3 years.

Is familiar with and uses the various WSO Guidelines and the Al-Anon/Alateen Service Manual.

### **Goal/Responsibility:**

Remembering that these suggestions are based on “that which experience has taught us”.

To avoid confusion and duplication of effort, our responsibility must remain threefold:

1. To the family of the patient or inmate within a facility.
2. To the facility, courteous acceptance and compliance with its wishes.
3. To the fellowship of Al-Anon, namely, conducting ourselves in a manner above reproach; to insure that we will not say or do anything that will reflect unfavorably upon the committee or upon Al-Anon as a whole.

### **Duties/Functions:**

Works with an Alternate and may appoint committees, as per G-9 and G-26 of the Al-Anon Guidelines from the WSO, to aid with various functions of this office.

Attend all Northern California World Service Committee Business meetings and Assembly meetings as scheduled.

Complete a written or typed report of Area Institutions activity for NCWSC business meetings.

Keeps up to date on existing and new Institutions material from the WSO. May even encourage ideas and questions for our Delegate to the WSO.

Communicates with District Representatives and/or Institutions Coordinators, regarding their specific needs where there is or may be an Al-Anon presence in an institutional facilities in their District.

Acts as a contact to any Al-Anon Information Service/Intergroup (AIS/LDC) or District *without* an Institutions coordinator.

Encourages new Institutions groups to register with the WSO.

May invite and/or motivate Area members to hold periodic workshops as a resource and opportunity to become more familiar with the Guidelines of Institutions Service and share experience within their Districts.

Traditionally accepts the invitation of AA to participate in the Annual Hospitals & Institutions Conference.

### **Suggested Guidelines for the Hospitals & Institutions Conference:**

- I. Purpose of the Conference
  - A. To foster unity through service and encourage members to share their experience with others to clarify the ‘Al-Anon presence’ in any institution by separating the Al-Anon philosophy from that of the treatment center.
  - B. To provide a forum to allow members to learn how to conduct an

Al-Anon Institutions meeting.

II. Conference Guidelines

- A. Utilize the NCWSA Convention Committee Guidelines, adjusting the word Convention to reflect 'Conference' keeping in mind that not all of the suggestions will be applicable to the Hospital & Institutions Conference, but they are possible.
1. Under Suggested NCWSA Convention Committee Guidelines Manual "Make a presentation one year prior to Convention at the Saturday Night Speaker Meeting and Sunday Spiritual meeting to advertise your Convention. (i.e. 1995 Convention should be presented at 1994 Convention)" – (pg. 5, B23 - III, A, 3).  
*Information will be made available as soon as it becomes known.*
  2. "Organize/chair convention planning meetings." - (pg. 6, B23 - III, A, 4).  
*Meetings may be attended by either the Conference Coordinator or an alternate, at the location designated by the Conference Committee.*
  3. "Introduce the next year's Convention Chairperson at the Saturday Night Speaker Meeting and Sunday Spiritual Meeting." – (pg. 6, B23 - III, B, 5).  
*This information may not be known at the end of Conference.*
  4. "Advance expenses: 1. Decorations 2. Publicity 3. Printing Programs 4. Ways & Means 5. Hospitality" – (pg. 8, B23 - V, A, 2d)  
*Out of Town speaker(s), where applicable.*
  5. Post Convention " Attend Sunday Exchange Meeting chaired by the Convention Coordinator..." (pg. 9, B23 – V, C, 2)  
*Note: that meeting may not take place on a Sunday.*
  6. Convention Decorations Chairperson "Plants or flower arrangements are bought, borrowed or rented for use as needed" (pg. 19, B23 - XIII, A, 4)  
*Plants and flowers are usually the main ideal for decorations during this conference. They are usually included as items for the donation drawing.*

III. Purpose of Conference Guidelines

- A. To clarify the responsibilities and job descriptions of the Conference Participants, i.e., Chairman, Registration, Treasurer, etc.
- C. To provide direction in reporting back to NCWSC.

IV. Funding

- A. Same as per Convention guidelines, replacing the word Convention with Conference.

V. Location

- A. Traditionally, the site is chosen by AA and the information is given to the Al-Anon Coordinator or Chairperson of the Conference.
- B. The city in which the Conference is held changes annually.
- C. It is suggested that the local District be the Host Committee.

VI. Time Line

- A. Conference will be held once a year.

- B. Al-Anon participation in the Conference may vary depending upon funding, volunteers, and possible other factors, i.e., date. The Conference may be held:
1. From Friday through Sunday
  2. From Friday through Saturday
  3. One day only (usually Saturday)
- C. Generally held in April or May of each year.
- D. In the event of a conflict with NCWSA calendar of events:
1. Invite NCWSC members to send their Alternates.
  2. Encourage all Al-Anon members to participate.
  3. Cancel Event.

**Suggested Tools for This Office:**

- Al-Anon/Alateen Service Manual
- Al-Anon Guidelines from WSO – i.e., G1, G9, G14,
- Suggested Convention Guidelines
- Conference Approved Literature
- Service Sponsor
- Archives (records of those who did the job before me)
- Updated list of District Institutions Coordinators
- Current 12 Stepper (it has names and phone numbers of officers and coordinators)
- A copy of the AA Institutions Guidelines is optional and helpful.

(May 19, 1999 by: EP)