

## **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 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 to 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 the District Representatives and/or Institutions Coordinators, regarding their specific needs where there is or may be an Al-Anon presence in an institutional facility 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.

Sits on the State of California 12 Step Advisory Committee in Sacramento.

Act as Coordinator for the Institutions Meetings in prisons throughout Northern California.

1. Participate in monthly telecommuting meetings of all the point people for the various institutions.

2. Appoint point person (for any new prisons) to be the contact person between Institutions Coordinator and the prison.
3. Point person to arrange for volunteers to be on site for the meetings.
  - a. Prepare a calendar or system to keep track of volunteers.
  - b. Sit on NCWSA Institutions Committee and participate in monthly telecommuting meetings.

Be responsible for the monies donated through the pink cans for prison literature.

1. Keep track in a record keeping book of all donations and groups donating.
2. Have a NCWSA Deposit stamp.
3. Have NCWSA Deposit slips.
4. Make copies of checks to be deposited.
5. Send copy of deposit slip and copies of checks to NCWSA Treasurer.
6. Send thank you notes to the groups donating.
7. Keep groups informed of what NCWSA Institutions is doing.

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

### **Suggested Guidelines for the Hospitals and 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 Guidelines, adjusting the word Convention to reflect 'Conference' keeping in mind that not all of the suggestions will be applicable to the Hospital and 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 the Conference.*
    4. "Advance expenses: 1. Decorations 2. Publicity 3. Printing Programs 4. Ways and 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, if one is held.*

### III. Purpose of Conference Guidelines

- A. To clarify the responsibilities and job descriptions of the Conference Participants, i.e., Chairman, Registration, Treasurer, etc. Treasurer must be cleared through the Executive Committee.
- B. To provide direction in reporting back to NCWSC

### IV. Funding

- A. Same as per Convention guidelines, replacing word Convention Conference.
  1. Registration chair to get deposit stamp and deposit slips from NCWSC Treasurer.
  2. Treasurer of Conference to make copies of checks to send to NCWSC Treasurer.
  3. Get change box from NCWSC Treasurer or whoever was the treasurer for NCWSA’s last event.

### 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.)
- Updated list of District Institutions Coordinators
- Current 12 Stepper (which as names and phone numbers of officers and coordinators)
- A copy of the AA Institutions guidelines is optional and helpful.