

## AREA ALATEEN PROCESS PERSON (AAPP) JOB GUIDELINES

The Area Alateen Process Person is responsible for the safety certification of all sponsor applicants, as well as, all Alateen group registrations. It acts as liaison between the DOJ, WSO, AREA, and individual members. This is also an NCWSA Officer position requiring attendance and reporting as described by NCWSA Guidelines and Bylaws.

The requirements for serving in the position include having served as a **District Representative** in NCWSA and are a **current** certified Sponsor. *Suggested requirements* are very good communication skills which include the use of computer email and report writing, basic knowledge of both Word and Excel software tools, and the ability to navigate through the Internet on a regular basis for receiving communication from the DOJ. You should also have good organizational skills to effectively manage the daily activities of the position.

Responsible for maintenance of the following forms and guidelines:

- All related A-22-\* Alateen Safety Requirement forms
- Notification of sponsor certification & group registrations
- Any related forms required by use of DOJ (background checks)
- Sponsor re-certification process/procedures notification
- Annual & bi-annual Alateen group registration process/procedures & notification
- AAPP job description

REIMBURSEMENT: Amounts of reimbursement are listed in the annual budget under the following categories:

- AAPP – for office expenses such as copying, postage, supplies, travel other than what is listed below
- Officer Conferences – for attendance at authorized conferences
- NCWSC Travel – for attendance at NCWSC meetings
- NCWSC Committee Travel – for attendance at Assemblies
- Other conferences, meetings, seminars or workshops, and supplies for which reimbursement is also allowed

Existing hardware/peripheral tools include two scan disks for securing safety data, a two drawer file cabinet for hard copy files, and a shredder for insuring safe termination of outdated or personal information. You will also need the use of a computer (desk or laptop) and fax machine for sending and receiving data with the AI-Anon World Service Office.

The AAPP is also responsible for coordinating the **Alateen Safety Advisory Committee** in which it serves as a co-chair along with the NCWSA Alateen Coordinator. The AAPP serves as the consultant on **all** safety issues that this committee addresses and has final authority as such. Any issues or persons in disagreement of this final authority can be served by the NCWSA Executive Committee and/or WSO for further consideration accordingly.

**B17 Requirements for Alateen Member Safety:** This position is responsible for approving all NCWSA web flyer posting requests. The requests may be received via the AAPP web site address, Web Site Coordinator, or by an individual. The approval (or non-approval) must be communicated to the originator and web site coordinator in a timely manner. The AAPP must also monitor Districts that have their own web site for safety requirements on their own published flyers.

Due to the critical nature of this position, it is imperative that information received is **never** shared with other persons except where it is indicated such as discussions with DR's, District Alateen Safety Coordinators, or WSO. Proper care must be given to the management of both the soft and hard copy files so as to maintain the highest degree of security afforded the sensitive and confidential information that it maintains. Also, to abide by the Department Of Justice rules for document security.

The amount of time this position requires is directly affected by the different activities that take place through out the year and is also dependent of the person performing it. On average, over a year, there could be between 20 to 40 hours a month, usually on the low side of 20. Besides the paper work, you can spend a lot time just answering phone calls and emails, which is vital to good communication with all persons and agencies involved.

The following chart lists most of the specific AAPP requirements and the time required:

<u>ITEM</u>	<u>AFTER ELECTION</u>	<u>1<sup>st</sup> YEAR</u>	<u>2<sup>nd</sup> YEAR</u>	<u>3<sup>rd</sup> YEAR</u>
Training of new AAPP	X			
Attendance at meetings				
Feb - Committee Meeting		X	X	X
May – Assembly Meeting		X	X	X
July - Committee		X	X	X
Oct – Assembly/Committee Meeting		X	X	X
Required reports - AAPP & ASAC				
Feb - Committee Meeting		X	X	X
May – Assembly Meeting		X	X	X
July - Committee		X	X	X
Oct – Assembly/Committee Meeting		X	X	X
Annual sponsor re-certifications		X Mar - June	X Mar - June	X Mar - June
Distribute bi-annual group registration forms		X July & Jan	X July & Jan	X July & Jan