

Santa Clara Valley Coordinator Positions Descriptions

Coordinators

Alateen Coordinator

Description from Bylaws:

The Alateen coordinator meets periodically with Alateen sponsors, encourages cooperation between Al-Anon and Alateen meetings, exchanges ideas and suggestions for the growth and unity of Alateen, guided by the literature available from Al-Anon Family Group Headquarters, Inc.

Description from previous Alateen Coordinator

- Obtain information about Alateen events, and bring them to the attention of as many people as possible, i.e. Intergroup
- Help to find Alateen sponsors.
- Acting as Alateen safety coordinator,
 - Entails getting information from all present and potential sponsors and help guide them through a background check.
 - Drive the annual renewal process for Alateen sponsors.

Alateen Process Person

Description from Bylaws:

It is not in the Bylaws yet. This is a new coordinator position voted during the 2008 year. It splits off of the Alateen Coordinator position.

Description from previous coordinator:

Archivist Coordinator

Description from Bylaws:

The Archivist collects and organizes a permanent file of minutes of Intergroup meetings, annual reports from officers, committee chairpersons, and special events chairpersons. The Archivist may also coordinate the storing of archive material from District 20, 21, and 22, as the Districts may request.

Description from previous coordinator:

To maintain records (a copy) of all agendas, minutes, possibly flyers to keep a permanent record of all our meetings. This entails both the Intergroup meetings as well as the Service Board meetings.

Facilities Coordinator

Description from Bylaws:

The Facilities Coordinator is responsible for the business operation of the Intergroup office, sets business office hours, and supervises the activities of office volunteers.

Description from previous coordinator:

- The tasks include recruiting booksellers to operate the bookstore
- Train booksellers on the computer and book keeping
- Obtain supplies needed to run the bookstore
- Maintain the proper Keys needed for anyone who needs access to the office

Financial Coordinator

Description from Bylaws:

The Financial Coordinator is responsible for preparing checks for Officers to sign, to make deposits on behalf of Intergroup, and to support the activities of the Treasurer in the conduct of the Treasurer's office.

Description from previous coordinator:

Performs the day to day financial duties of Intergroup which includes

- Depositing incoming funds
- Paying bills (i.e. rent, insurance, bookstore purchases, phone bills etc.)
- Informing the treasurer of monthly Income and out flow.
- Hands out the quarterly donation envelopes.

Institutions Coordinator

Description from Bylaws:

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The Institutions Coordinator cooperates with the District 20, 21 and 22 to arrange for Al-Anon and Alateen meetings in hospitals, institutions for alcoholics' families, and other institutional type locations, guided by the literature available from Al-Anon Family Group Headquarters, Inc.

Literature Coordinator

Description from Bylaws:

The Literature Coordinator purchases Conference Approved Literature for resale to Al-Anon and Alateen groups and other interested persons, inventories literature periodically, maintains records as Intergroup may require, and reports the value of the inventory monthly at regular Intergroup meetings.

Description from previous coordinator:

- Purchase of Conference Approved Literature (CAL) for resale in the bookstore.
- Inventory literature occasionally (at least once a year)
- Supply literature to District 23
- Supply literature for area special events (i.e. Unity Day, speaker meetings etc.)

Meeting Directory Coordinator

Description from Bylaws:

The Meeting Directory Coordinator maintains a listing of all Al-Anon and Alateen meetings in the area covered by Intergroup (coordinating with the District Representatives of Districts 20, 21, and 22), including the name, address, phone number of the group contact person, and WSO # assigned to the group by Al-Anon Family Group Headquarters, Inc., and periodically publishes a meeting directory. Al-Anon and Alateen meetings adjacent to the Intergroup areas may be listed in this meeting directory as their request.

Description from previous coordinator:

- Maintains a list of all Al-Anon and Alateen meetings, while coordinating with DR's from districts 20, 21, and 22.
- Assist in publishing a "directory" of the meetings, their location and associated WSO number.
- In addition for our Intergroup the directories coordinator has also taken on the task of updating the area website.

Newsletter Coordinator

Description from Bylaws:

The Newsletter Editor prepares, publishes, and distributes a newsletter to all Al-Anon and Alateen Family Groups registered with Intergroup, Intergroup officers, coordinators, and individual subscribers. The editor is guided in the contents by any available literature supplied by Al-Anon Family Group Headquarters, Inc. and any policies which may, from time to time, be set by this Intergroup.

Description from previous coordinator:

Public Information Coordinator

Description from Bylaws:

The Public Information Coordinator is responsible to disseminate the Al-Anon and Alateen message to the public, maintains a list of speakers who are willing to speak at the public level, and maintains a list of speakers willing to speak within Al-Anon and Alateen, and is guided by the available literature supplied by AL-Anon Family Group Headquarters, Inc. and any policies which may, from time to time be set by this Intergroup.

Description from previous coordinator:

Job is to get the information of Al-Anon and Alateen out into the public sector.

Tele-service Coordinator

The Teleservice Coordinator is responsible to maintain a listing in local telephone directories, to set up and maintain a system to respond to telephone inquiries from the public, to train telephone service volunteers, and to provide literature and meeting directories to the public upon request.

Insurance Coordinator

Description from previous coordinator:

Insurance is our newest coordinator position, with responsibilities of interfacing with our Insurance vendor

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- Discussing with our supplier the coverage for the groups (covering general liability, D&O as well as Sexual Misconduct coverage.)
- Issuing a coverage form to all the groups that pay the fee for coverage (this year it is \$31.00)

Special Events Coordinator

Description from Bylaws:

1. The special events committee consists of a Chairperson, selected by the Chairperson of Intergroup, and others as necessary to accomplish its function.
2. Subsequent to the event, the committee shall submit a report to Intergroup within thirty days after the event, with a copy given to the Archivist for storage in the archives.

Description from previous coordinator:

Intergroup holds one major fundraiser a year which is termed the "Special Event" the coordinator is tasked with running this event from start to finish which includes:

- Theme Development
- Location and date definition
- Recruitment of support personnel
- flyers development
- Chair planning meetings
- Getting the proper approvals, location rental and Insurance
- Chair the event

Website Coordinator

Description from Bylaws:

It is not in the Bylaws yet. This is a new coordinator position voted during the 2008 year. It splits off of the Directories position.

Description from previous coordinator:

The main function of the Website coordinator is to maintain the Santa Clara Valley Al-Anon Family Groups webpage at <http://www.ncwsa.org/scvafg/>

- Make updates from inputs from Directories Coordinators for changes to meetings
- Update the website with Newsletters, event flyers, and flyers for meeting changes.
- Field some questions through email asking for help finding meetings.
- Attend the intergroup meeting and provide status on the website.

Chair

Description from Bylaws:

The Chairperson shall:

- Be the chief executive officer of Intergroup;
- Shall facilitate the affairs of Intergroup and the activities of the officers;
- Shall perform all duties incident to his or her office as may be required by law, by the Articles of Incorporation, or by these Bylaws;
- Shall preside at all meetings of members;
- Call Service Board meetings;
- Serve as agent for due service of process;
- Shall appoint a temporary liaison to the Northern California World Service Assembly (NCWSA) or the Northern California World Service Committee (NCWSC) in the absence or inability of the Alternate Chairperson to attend.

Alternate Chair

Description from Bylaws:

The Alternate Chairperson shall:

- In the absence of the Chairperson, or in the event of his or her inability or refusal to act, shall perform all duties of the Chairperson;
- Act as Liaison to the Northern California World Service Assembly (NCWSA) or the Northern California World Service Committee (NCWSC);
- Shall represent Intergroup in acquiring and maintaining insurance for the office as well as individual groups. Insurance records are to be kept at the Intergroup Office.

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Secretary

Description from Bylaws:

The Secretary shall:

- certify and keep at the Intergroup office, the original, or a copy, of these Bylaws as amended;
- keep a book of minutes of all regular meetings, service board meetings, and special meetings, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof;
- see that all notices are given in accordance with the provisions of these Bylaws or as required by law;
- keep a Confidential membership book containing the name and address of each member and in the case where any membership has terminated, record such fact in the Confidential membership book together with the date on which such membership ceased;
- handle correspondence that is not channeled to a specific committee or coordinator.

Treasurer

Description from Bylaws:

The Treasurer shall:

- be the chief financial officer of Intergroup;
- have charge and custody of, and be responsible for, all funds and securities of Intergroup, and deposit, or cause to be deposited, all such funds in such banks, trust companies, or other depositories as shall be approved by the members;
- manage the receipt of and the giving of receipt for, moneys due and payable to Intergroup from any sources whatsoever;
- disburse, or cause to be dispersed, the funds of Intergroup as may be directed by the members, taking proper vouchers for such disbursements;
- keep and maintain adequate and correct accounts of Intergroup's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- render to the Chairperson and Officers, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of Intergroup;
- present a financial statement at each Intergroup Meeting consisting of a Balance Sheet and Income and Expense Statement;
- provide a budget status report quarterly, and an annual report at year end;
- have an independent CPA or Certified Tax Preparer file State and Federal (199 Cal; 90 Federal; CT-2 State) Information Returns annually;
- be a member of the budget committee;
- delegate the writing of checks and depositing of contributions to the Financial Coordinator;
- have a member of Intergroup review interim bank reconciliations;
- maintain a safety deposit box for important documents.

Service Board Member (3)

Sit on the Service Board Committee.

Service Board Committee

Description from Bylaws:

- The service board consists of (a) the Alternate District Representatives from District 20, 21, and 22, (b) the Intergroup Officers, and (c) three Service Board Members-at-Large.
- The service board meetings shall be called by the Intergroup Chairperson, who will act as Chairperson of the service board, prepare an agenda, and report its findings to Intergroup.
- The service board shall meet at least four (4) times a year, on the fifth Tuesday of the month, to discuss conditions and activities affecting Intergroup, acting in an advisory capacity. Notice of the dates of these meetings shall be given at the regular January meeting of Intergroup. This meeting is a closed meeting. Any officer or board member may invite an Al-Anon or Alateen guest who may have a voice but no vote.