

Name of Position: Al-Anon Adult Children Co-ordinator (3 year term)

“Al-Anon members who are also members of A.A., participate fully in all group activities, including group conscience decisions. However, they do not hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.” – p.87 AL-ANON/ALATEEN SERVICE MANUAL.

Overview of Position – The prime directive for this position is to enhance the unity among the Al-Anon Family Groups. An Adult Children Area Coordinator will accomplish this by encouraging Al-Anon Adult Children Family Groups to participate more fully within Al-Anon, and by acting as a liaison between Al-Anon Adult Children Family Groups and Al-Anon and Alateen as a whole.

******Must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.***

Motion 4/17: That Position Guidelines for Saskatchewan Al-Anon Coordinators and Table Officers be updated to include: “must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.” Area Secretary to update position guidelines. **Carried**

Responsibilities at Committee Meeting –

- Attendance twice a year is expected – meetings are held in spring and fall, usually March and September each year.
- Have a report ready (10 min. Max.)
- May volunteer for various committee initiatives/jobs
- May volunteer for assembly jobs such as workshops or town hall meetings

Responsibilities at Assembly -

- Attendance twice a year is expected – meetings are held in spring and fall, usually June and November each year.
- Incoming personal sharing (15 min) Spring Assembly – year 1
- Outgoing service sharing (15 min) Fall Assembly – year 3
- Have a report ready – (5 min. Max)
- Attend Saturday evening “Ask-it-Basket” session. It is helpful to bring along a copy of the Al-Anon/Alateen Service Manual, and be familiar with its contents as well as the Concepts and Traditions.

On-going Responsibilities/Job Details – (Additions & Deletions to Guidelines)

- Foster awareness and understanding of the need for Al-Anon Adult Children Family Groups within the Area
- Assist in the establishment of new Al-Anon Adult Children Family Groups.
- Act as a source of Reference for Al-Anon Adult Children Family groups on Conference Approved Literature, Traditions and other Al-Anon principles
- Encourage participation of each Adult Children Family Group in District Affairs and at Area Assemblies
- Maintain a directory of all Al-Anon Adult Children Family Groups in the Area

- Facilitate communication among Al-Anon Adult Children Family Groups
- Advise Al-Anon and AA on the availability of Al-Anon Adult Children meetings and speakers
- Cooperate with all Al-Anon conferences, conventions and workshops in the Area and act as a liaison between the Area and Adult Children Festival
- Facilitate Adult Children input into Public Outreach
- Cooperate with other Al-Anon and Alateen Coordinators
- Cooperate with the World Service Delegate by making a report to the Area Assembly
- Cooperate with local Al-Anon Information Services

Budget- \$300.00

Motion 11/94: That we increase the Al-Anon Adult Children Coordinator's allowance to \$300.00 annually.

By the end of your term, clean and organize any boxes being passed on to the new person. Update your Job Guideline and submit to the Area Secretary.

These Guidelines were initially drafted in Saskatchewan in late 1991, with reference to Al-Anon's World Service Manual and published Al-Anon Guidelines for other Coordinators. Input was also obtained from the then Al-Anon Adult Children Area Coordinators of both Arkansas and Utah, as well as their World Service Delegates and the World Service Delegate from Rhode Island. The Guidelines were then modified in early 1992 by Al-anon Adult Children Groups in Saskatchewan and, subsequently, adopted in both Saskatchewan and Utah.

In 2011 these guidelines were further amended to include the following additional points, based on our experience:

- Encourage the participation of each Adult Children Family Groups in District Affairs and at Area Assemblies
- Cooperate with local Al-Anon Information Service
- Facilitate Adult Children Input into Al-Anon Public Outreach
- Foster Awareness and acceptance of Al-Anon Adult Children Groups within Al-Anon
- Act as a liaison between the Area Assembly and the Adult Children Festival

In addition the following points were dropped from these guidelines in 2011 as there had ceased to be any non-Al-Anon Adult Children Groups in Saskatchewan for sometime:

Encourage groups which are not yet registered with the World Service organization to do so. When requested, explain the Al-Anon program to independent Adult Children of Alcoholics groups, if appropriate, invite them to consider joining Al-Anon

(Updated March 2024)