

Al-Anon Service Experience for Coordinator Position

Name			
Mailing address			
City		State	Zip
Phone		Cell Phone	
Home Group		E-Mail	
Coordinator Positions: Alateen _____		Website _____	Newsletter _____
Literature/Forum _____		Public Outreach _____	Archives _____
List your Al-Anon/Alateen service experience. Example: group level, Group Representative, District Representative, District Coordinator, Area Officer, etc. List most recent first.			
Position	Dates(from...to)	Position	Dates (from...to)
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

I understand that serving as an Area Coordinator requires more than just a “willingness to serve”.

I am an active member of the Al-Anon Family Groups and attend Al-Anon meetings regularly.

I am not a member of Alcoholics Anonymous (A.A.).

I will be able to attend Area Committee meetings and Area Assemblies twice a year during my three year panel.

I will be able to participate in Area Committee Conference calls at least once a month or more.

I can devote sufficient time to complete all assignments on Task Forces, Committees, and Work group projects in a timely matter. I understand these assignments require a computer and will require work between Area Committee meetings, by phone or e-mail, individually, or on a team.

What skills and knowledge will you bring to the Area Committee? Please mark with an “x” your experience in the following (leave blank, if you have no experience in an area.	Basic Experience	Working Experience	Need Service Sponsor
Leadership: organizing events and facilitating meetings			
Personal communication: (rate each)			
*writing			
*Speaking			
Electronic communication (rate each)			
*Using e-mail with attachments			
*Accessing and navigating websites			
*Accessing and navigating HAWSC Groups.io/Area Communication Hub			
Proficiency with basic computer programs: (rate each)			
* Word			
*Power Point			
*Excel			
Critical thinking and analysis			

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1. Please provide background relating to the most important skills you would bring to the Area Coordinator Position.

2. What has motivated you to consider this position as an Area Coordinator in the Area ?

3. What ideas would you implement in this Coordinator Position?

4. What have you learned about yourself when working with others in service?

5. Additional comments the Area Officers should know about you in their selection process.

Completed Coordinator Al-Anon Service Experience Forms for the new incoming panel can be given to the current Chairperson no earlier than the 1st of September but no later than 30 days following the close of the election Assembly. Coordinators will be selected by the new panel Officers by the 15th of December of the election year.

This Al-Anon Service Experience Form is a true and accurate representation of my experience and skills.

Signature_____

Date_____