

Open NH Area 35 Service Opportunities

Answering Service Coordinator

- Attends AWSC meetings and Area Assemblies;
- Is responsible for contacting the answering service to update name, address and phone number as the new Coordinator;
- Sends flyer out via AWSC, Area Assemblies, Alanews and Website requesting volunteers for returning Twelfth (12th) Step calls;
- Have DRs update the list of volunteer contact persons;
- Sends updated volunteer contact list to answering service grouped by cities and towns; • Sends every new meeting list to the answering service, highlighting changes;
 - Updates periodically the volunteer contact list to be sure information is accurate;
- Reviews call reports from answering service;
- Meets with the answering service representative as needed;
- Is a member of the current WSO electronic community for Answering Service Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the Al-Anon/Alateen Service Manual and the NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures.

Archives Coordinator

- Attends AWSC & Area Assembly meetings;
- Receives minutes of Area meetings from the Area Secretary upon approval;
- Receives a copy of each motion from Area meetings from the Area Secretary;
- Receives a copy of final report regarding Area Convention from the Area Convention Coordinator; NH Area 35 Handbook and Job Descriptions As revised by May 18, 2019 NH Area 35 Assembly Page 9 of 18
 - Compiles archival information and stores that information for future reference;
- Is a member of the current WSO electronic community for Archives Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the Al-Anon/Alateen Service Manual and the NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures.

Forum Coordinator

- Attends AWSC & Area Assembly meetings; Serves as a communication link between the WSO and NH Area 35;
- Acquaints members with the usefulness of The Forum;
- Suggests purchase of both personal and group subscriptions to The Forum;
- Encourages use of The Forum at meetings;
- Encourages members to write articles for The Forum;
- Is a member of the current WSO electronic community for Forum Coordinators;
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the Al-Anon/Alateen Service Manual and the NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures.

2024 Convention Coordinators

- Attends AWSC & Area Assembly meetings and keeps Area informed of progress;
- Ensures utilization of the New Hampshire Al-Anon/Alateen Area 35 Convention Guidelines;
- Asks NH Area 35 AA Liaison to contact AA Function Committee Chair for an AA Program Chair to the Al-Anon Area Convention; Contacts AA Area Chairperson or Delegate for suggestion and/or approval of AA liaison;
- Researches and selects convention site, with Convention Committee approval;
- Participates with the Chairperson of the Board of Directors in the negotiation of the contract with the convention site;
- Makes all meal arrangements based on the negotiated contract signed by the Chairperson of the Board of Directors;
- Arranges and chairs Convention Committee meetings; Directs activities at the convention;
- Maintains and submits records to Area Archives Coordinator per the New Hampshire Al-Anon/Alateen Area 35 Convention Guidelines;
- Submits all excess funds to Corporate Treasurer within sixty (60) days of the conclusion of the convention if applicable;
- Gives final report and evaluation to Area Assembly or AWSC meeting; NH Area 35 Handbook and Job Descriptions As revised by May 18, 2019 NH Area 35 Assembly Page 10 of 18
- Fulfills such other duties as may be determined by the Area Assembly's autonomy in keeping with Al-Anon/Alateen principles as outlined in the Al-Anon/Alateen.

Please email delegate@nhal-anon.org, if you are interested!