

NCWSA SERVICE POSITIONS

Plum background: Delegate

Green background: Officer

Aqua background: Coordinators

Yellow background: Alternate Coordinator also elected

Title & Guideline#	Duties	Requirement
Past Delegates	<ul style="list-style-type: none"> Assist those currently serving on the NCWSC. Provide historical perspective. Is a valuable resource to the leadership of NCWSA. 	Served as Delegate.
Immediate Past Delegate B2.1	<ul style="list-style-type: none"> Serve as acting Chair if Chairperson not available. Attend all NCWSC meetings and vote as NCWSC member. Perform other duties as assigned from time to time by NCWSA and its officers. All duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the NCWSA Bylaws. 	Served as Delegate.
Delegate B1	<ul style="list-style-type: none"> Learns the needs, desires, and problems of the Area. Attend and communicate them to the World Service Conference (WSC) and the World Service Office (WSO). NCWSA Delegate responsibilities listed on p. 20 of the NCWSA Bylaws. All duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the NCWSA Bylaws. 	Must have served or is serving as DR. When elected must resign from other service beyond group level.
Alternate Delegate B2	<ul style="list-style-type: none"> Assist and prepare to step up if Delegate is unavailable. Serves as Chair of the Budget Committee and presents the budget to the Assembly. Serves as Chair of the Audit Committee. All duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the NCWSA Bylaws. 	NCWSA Officer position must have served or is serving as DR.
Chairperson B3	<ul style="list-style-type: none"> Calls and conducts all Assemblies and NCWSC meetings. Supervises activities of officers and coordinators. Approves all expenses of the corporation and signs any other documents in the name of the corporation. Signs and approves all Facilities and contracts. All duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the NCWSA Bylaws. 	NCWSA Officer position must have served or is serving as DR.
Treasurer B4	<ul style="list-style-type: none"> Responsible for all financial matters and filings. Does monthly and annual accounting. Pays bills. All duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the NCWSA Bylaws. 	NCWSA Officer position must have served or is serving as DR.
Secretary B5	<ul style="list-style-type: none"> Takes minutes of all Assemblies, NCWSC meetings, and Officer conference calls. Maintains the roster of NCWSC and membership of the List Serve. Keeper of folder bins. Takes roll call at Assemblies and NCWSC. Maintains Guidelines of Motions Passed and Failed. Prepares all media for Assemblies, such as GR packets. All duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the NCWSA Bylaws. 	NCWSA Officer position must have served or is serving as DR
Area Alateen Process Person (AAPP) B31	<ul style="list-style-type: none"> Responsible for AMIAS certification and re-certification. Responsible for recording Alateen group registrations and changes. Gives AMIAS workshop trainings with Alateen Coordinator. Approves all flyers with Alateen participation for posting on website. All duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the NCWSA Bylaws. 	NCWSA Officer position must have served or is serving as DR and is a certified AMIAS.
Alateen Coordinator B7	<ul style="list-style-type: none"> Attend all NCWSA and NCWSC meetings. Work's closely with the Area Alateen Process Person (AAPP). Coordinates Sponsor training events and chairs the Alateen Sponsors R&R. Participates on NoCAC committee and attends their committee meetings. Works with Alternate on production of the Alateen Express. 	Must be a continuous and active AI-Anon member, served as an Alateen Sponsor and is a certified AMIAS.
Archives Coordinator B8	<ul style="list-style-type: none"> Attends all NCWSA and NCWSC meetings. Maintains up-to-date inventory of archives. Presents and takes Archives Display to NCWSC and NCWSA functions. Prepares and presents Archives workshop when requested. Gathers, organizes, preserves and protects historical AI-Anon memorabilia past and present. 	Must be a continuous and active AI-Anon member.
Bylaws Coordinator B33	<ul style="list-style-type: none"> Attends all NCWSA and NCWSC meetings. Maintains and reviews bylaws on a continuing basis and alerts the NCWSA Chairperson for any variance or issue raised. Receives approved updates to NCWSA guidelines, formats guidelines and maintains guidelines on the website. 	Must be a continuous and active AI-Anon member.
Diversity Coordinator B13	<ul style="list-style-type: none"> Attends all NCWSA and NCWSC meetings. Maintains translation equipment and provides professional translation at Assemblies and convention. Plans Diversity Day providing insight to different languages, cultures, orientations, etc. Creates ways to reach different ethnic groups of people and help them feel welcome and comfortable in AI-Anon. 	Must be a continuous and active AI-Anon member.

Facility Coordinator B10	<ul style="list-style-type: none"> • Attends all NCWSA and NCWSC meetings. • Finds suitable facilities and negotiates contracts, working closely with the Area Chairperson. • Is part of the NCWSA convention committee and attends all committee meetings. • Responsible for the Audio/Visual equipment and storage. 	Must be a continuous and active Al-Anon member.
Group Records Coordinator B6	<ul style="list-style-type: none"> • Attends all NCWSA and NCWSC meetings. • Registers new meetings with WSO database and/or other meeting changes. • Maintains group records Area data base. 	Must be a continuous and active Al-Anon member.
Institutions Coordinator B11	<ul style="list-style-type: none"> • Attends all NCWSA and NCWSC meetings. • Responsible for the pink can collections. • Supports districts in carrying the message into institutions. • Coordinates with the state prison point people. • Is responsible for Al-Anon participation in the AA Hospital and Institution Conference. 	Must be a continuous and active Al-Anon member.
Insurance Coordinator B9	<ul style="list-style-type: none"> • Attends all NCWSA and NCWSC meetings. • Works closely with Alternate to maintain NCWSA Insurances and processes all applications. 	Must be a continuous and active Al-Anon member.
Literature Coordinator B12	<ul style="list-style-type: none"> • Attends all NCWSA and NCWSC meetings. • Services NCWSA with the latest info and/or requests from WSO concerning new literature, sometimes in the form of workshops. • Takes care of literature orders for area institutions work. 	Must be a continuous and active Al-Anon member.
Public Information Coordinator B14	<ul style="list-style-type: none"> • Attends all NCWSA and NCWSC meetings. • Shall be a link between WSO, NCWSA, District Public Outreach Coordinators and/or District Representatives in reaching out to the public. • Coordinates with districts' Area Outreach project(s): We are anonymous not invisible. • When invited or asked, plans and conducts workshops. 	Must be a continuous and active Al-Anon member.
12 Stepper Editor B15	<ul style="list-style-type: none"> • Attends all NCWSA and NCWSC meetings. • Is primary and official communications vehicle of the NCWSA and gives legal notice of the Annual Meetings to all members. • Produces and distributes a publication 3x per year for NCWSA. • Establishes and chairs a committee to review each issue for legal content in accordance to the Bylaws and proof reading. 	Must be a continuous and active Al-Anon member.
Website Coordinator B30	<ul style="list-style-type: none"> • Attends all NCWSA and NCWSC meetings. • Maintains the Area Website. • Establishes and chairs the Website Committee. • Maintains communication between all officers and coordinators. • Answers phone call and email questions. 	Must be a continuous and active Al-Anon member.