

## **QUALIFICATIONS & DUTIES-OFFICERS/COORDINATORS**

The Louisiana Area follows the World Service Handbook and guidelines from the World Service Office regarding qualifications and duties of Officers and Coordinators. Exceptions and clarifications are included here.

### **GENERAL QUALIFICATIONS FOR OFFICERS AND COORDINATORS**

- \* Have a good working Al-Anon program; attend Al-Anon meetings regularly; have a good background and knowledge of Al-Anon policies and the Concepts of Service.
- \* Officers may not also be a member of AA; Coordinators may be dual members.
- \* Officers must be a current DR, newly elected DR, or a past DR who is active at the Assembly level.
- \* Act without favor or partiality.
- \* Know when to ask for specific definition or direction.
- \* Inspire by energy and example so as to secure willingness and cooperation from other members.
- \* Show sensibility when dealing with Assembly funds.

### **GENERAL DUTIES FOR OFFICERS AND COORDINATORS**

- \* Attend all Area World Service Committee meetings and Assemblies with voice and vote at AWSC meetings and voice at Assemblies. Do not vote at Assemblies unless also serving as a GR. Coordinators do not vote at AWSC meetings if dual member.
- \* Give pertinent reports at AWSC meetings and Assemblies. Reports should be brief and to the point, generally requiring no more than 10 minutes. Written summaries of Assembly reports should be provided the Secretary to assist in preparing the minutes.
- \* Respond to all correspondence promptly.
- \* Keep records of expenses and submit them to the Area Treasurer at the time of the expense or at the next Area Assembly meeting immediately following the expense.
- \* Attend District meeting or workshops as requested.
- \* Pass on records, files, equipment, and supplies pertaining to the job and assist successor in any way possible.
- \* Coordinators should cooperate with the Assembly Officers, Chairpersons of District committees as well as the World Service Office.
- \* Serve as a member of the Nominating Committee for Coordinators to assist the new Delegate in selecting Coordinators or, during the term, should Coordinators need to be replaced.
- \* Notify Delegate or Assembly Chairman if unable to attend AWSC meeting or Assembly business meeting.