

Area Alateen Process Person (AAPP):

- Attends AWSC meetings and Area Assemblies;
- Serves as the Area's designated contact with the WSO Group Records Department regarding Alateen forms;
- Collaborates with the NH Area 35 Alateen Coordinator, Group Records Coordinator:
 - Concerning the distribution and submission of Alateen Forms,
 - Concerning the submission of WSO Group Records reports,
- Requests check from Treasurer for background checks;
- Notifies the NH Area 35 Chairperson when background check is submitted to the Private Investigation firm;
- Coordinates Alateen sponsor background check process with the NH Area 35 AI-Anon Member Involved In Alateen (AMIAS) Requirements;
- Maintains a file on each AMIAS;
- Receives pass/failure report from NH Area 35 Chairperson and files the report in the AMIAS file;
- Informs AMIAS of the background check results and has AMIAS complete the AI-Anon Member Involved in Alateen Service form (Form #4);
- Forwards AMIAS form (Form #4) to the WSO per the NH Area 35 AMIAS Requirements for an WSO registration number;
- Notifies the AMIAS of the registration number once it is received from WSO;
- Processes AMIAS recertification form(s) (Form #6) to the WSO per the NH Area 35 AMIAS Requirements;
- Informs AMIAS of their inactive status upon failure to submit recertification form (Form #6);
- Provides updated Alateen group information to the WSO as needed;
- Is a member of the WSO e-community "Area Alateen Process Person";
- Fulfills such other duties as may be determined by the Area's autonomy in keeping with AI-Anon/Alateen principles as outlined in the *AI-Anon/Alateen Service Manual* and the *NH AI-Anon/Alateen Area Assembly, Inc. By-Laws*.

Current position changes in the NH Area 35 Handbook and Job Descriptions:

Amend Chairperson job description page 5 of 17 REMOVE 4 bullets:

- Coordinates Alateen sponsor etc
- Forwards certification and recertification etc
- Provides updated Alateen group etc
- Is a member of the WSO e-community etc

ADD 1 bullet where the four bullets above are removed:

- Receives pass/failure results of the AMIAS background investigation from the Private Investigator. The report is sent to the Area Alateen Process Person (AAPP) to be filed in the AMIAS folder;

Amend Alternate Delegate job description page 6 of 17 after bullet starting Acts jointly with the Delegate:

ADD

- Serves as AAPP if the position is vacant;

Amend Alateen Coordinator job description page 7 of 17 at bullet 3 to read:

- Must be certified as an AI-Anon Member Involved in Alateen Service (AMIAS) by NH Area 35;

AND at bullet 6 to read:

- Provides/conducts Alateen Sponsor Training Workshops and submits list of those completing the training to the AAPP

