

Maryland & District of Columbia Area
Guidelines for Area Insurance Coordinator

August 2017

The Area **Insurance Coordinator** acts as a liaison with our insurance agents for Area 24 insurance needs, including renewals of policies, and requests for certificates of insurance.

Eligibility and Qualifications:

1. General:

- Any Al-Anon member who is not also a member of Alcoholics Anonymous is eligible to serve.
- Be familiar with the *Al-Anon Alateen Service Manual* and have a good understanding of the Steps, Traditions and Concepts of Service.
- Be willing to have name, address, phone number, and Email address made available to Al-Anon/Alateen members.
- Be available to travel throughout the Area to attend Al-Anon/Alateen functions.
- Be available to serve for a full 3-year term.

2. Position Specific:

- Have enough knowledge of the insurance industry to be able to understand insurance policies and to communicate with agents and representatives of insurance companies.

Responsibilities and Duties:

1. General

- Attendance at Area Meetings.
 - Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
 - Prepare a written report on activities and send it to Area Chairman and Area Secretary at least two weeks prior to each AWSC meeting. This report will become part of the AWSC minutes and be published in the Area newsletter.
 - Be prepared to give a brief oral report at each Area Assembly and AWSC meeting.

2. Position Specific

- Review insurance policies when they come up for renewal.
 - Report any significant changes in coverage or cost to the Steering Committee.
 - Fill out all forms associated with policy renewal; obtain Area Chairperson's signature on them; and return to the insurance company before the deadline. Send a copy of the completed application forms to the Area Secretary.
 - Inform the Area Treasurer as to when he/she will be receiving the renewal bill.
- When any entity covered by the Area liability insurance needs to present proof of coverage, forward the request to the insurer providing the liability insurance.
- After the Election Assembly, brief the incoming Steering Committee members on the status of current insurance policies.