

## **POSITION STATEMENT FOR THE ASSOCIATION COMMITTEE FOR SA AREA**

### **ALATEEN PROCESS PERSON and CHILD SAFETY OFFICER**

(Must be approved as Al-Anon Member involved in Alateen Service (AMIAS))

Attend mandatory notification training to help members, especially sponsors, understand Child abuse laws and mandatory notification requirements

Periodically review and update the Alateen Safety and Behavioural Requirements in accordance with any changes to relevant legislation.

Take responsibility for ensuring that Alateen Safety and Behavioural Requirements are being met. Identify and resolve any lapses.

Act as the designated contact for Alateens legal requirements with the Australian General Service Office (AGSO) . Maintain the records of sponsors registrations, sponsor appointments and all Alateen forms.

Work with the SA Alateen Coordinator in assessing, interviewing and seeking the approval of SA Area Service Committee of applications by members to be Alateen Sponsors.

Register approved sponsors with the Australian General Service Office.

Monitor the requirements regarding the Compliance Statement for relevant State Government Department prepare any reports and applications.

Prepare an annual report for the Committee of activities during the year to be incorporated in the Committee's annual report.

Organise all files generated each year and save in electronic format. At the start of each year arrange with the Association Secretary for them to be transferred to the Office Computer for storage.

September 2016