

## Information Service Representative

### Position Description

- A. Each group elects one of its members to serve as Information Service Representative (ISR). An Alternate ISR may also be elected; the Group Representative (GR) can be chosen to serve in this capacity.
- B. Term for both is three years.
- C. An Al-Anon or Alateen who is also a member of A.A. is not eligible to serve in this capacity.
- D. This person should have stability and an understanding of how the Traditions work and ample time to perform their duties.
- E. Duties:
  - 1. Become familiar with the Bylaws and the Al-Anon/Alateen Service Manual.
  - 2. Build and maintain their group's interest in Al-Anon Information Service (AIS), both financially and as to service participation.
  - 3. Attend AIS Service Committee meetings. Review and approve actions of Standing Committees and the Board. Report to their groups.
  - 4. Vote as their group's conscience dictates, but also free to decide which questions should be taken to their group for information, discussion or instructions.
  - 5. Be willing to serve on committees.

When you are no longer ISR or alternate GR, please turn this folder over to the new ISR or alternate, or to your group, or to the AIS office,  
1750 SW Skyline Blvd. #133 Portland, OR 97221 Phone 503-292-1333