

## **Al-Anon Information Service (AIS) BOARD POSITIONS**

These descriptions are meant as guidelines and a general summary of the positions for the person who volunteers. All positions have the potential to be larger or smaller, more or less complicated. Make of it what you want. Be brave! We need you and your input.

**These are 3 year positions. All positions attend AIS Board and Service Committee meetings.**

### **Chairperson**

The Chairperson leads all Board and Service Committee meetings. Duties include creating an agenda, keeping abreast of the progress of the goals and projects of the Service Committee, hiring/supervising the AIS staff, along with the Executive Committee, maintaining open communications with them and keeping up-to-date on the workings of the office. If necessary, the AIS Chairperson can call a special meeting of the Executive Committee (Chairperson, Assistant Chairperson, Treasurer and Secretary). The chairperson is an authorized check signer for the AIS checking account.

### **Assistant Chairperson**

The Assistant Chairperson attends the Board and Service Committee meetings and fills in for Chairperson when necessary, including if the Chairperson is unable to complete their 3 year term. As a member of the Executive Board, this member is involved in the supervision of the AIS office and staff.

### **Secretary**

The secretary is part of the Executive Committee of the Board. Attend Board and Service Committee meetings. Take minutes during the meetings and distributes the minutes to the Board members, Information Service Representatives (ISRs) and AIS office staff. This is usually done by email. The Chairperson will send the meeting agenda to the Secretary. The Secretary sends the minutes to the Board and Service Committee for their respective meetings. Maintain a list of all Service Committee motions carried. Secretary is one of the three authorized to sign dual signature AIS checks. The Secretary, Assistant Chairperson and Treasurer assist the Chairperson in the hiring and supervision of paid AIS staff. Distributes the informational folder to the ISRs and chairpersons.

### **Treasurer**

The treasurer attends meetings of the Service Committee and Service Board. Review all disbursements with regard to office functions and service projects. Treasurer is one of the three authorized to sign dual signature checks with the AIS office staff. Review monthly

bank statements to reconcile. Verify month-end financial statements and present report to Service Board, Service Committee and periodically in The Group Scoop. Participates in preparation of budget. Oversees the bi-annual literature audit and the annual outside audit. The Assistant Chairperson, Treasurer and the Secretary assist the AIS Chairperson in supervision of paid staff. Assist AIS Chairperson with hiring and supervision of paid staff and at the AIS office.

### **Alternate District Representative Liaison**

Every Al-Anon District is requested to have a liaison between their district and AIS. The liaison attends the Board meeting and takes information back to his/her District meeting. This position is often filled by the Alternate District Representative.

### **Speaker Chairperson**

The AIS office receives telephone calls requesting speakers for group meetings, speaker meetings and special events. They notify the Speaker Chairperson who maintains a list of Al-Anon members who are willing to speak at events. The chairperson follows up with finding the speakers and contacting the requesting party.

### **AIS Liaison**

The liaison is the link between AIS, Area World Service Committee (AWSC) and the Area Assembly. The Liaison attends three AWSC and three Assemblies each year and makes a brief report to the AIS Board and Service Committee. This report can be submitted to The Group Scoop also. The liaison submits a written report to The Communicator by February 1. The liaison reports at the July Assembly on the activities of AIS.

### **Health Fair Chairperson**

The Health Fair Chairperson handles requests for Al-Anon to participate in community health fairs and recruits members to take literature to the health fair, “man” a booth and answer questions of those attending the fair. The chairperson may or may not attend any given health fair.

### **Newsletter Editor (The Group Scoop)**

The editor gathers calendar dates, AIS financial information, flyers, and articles by members for publication in The Group Scoop. This is a creative position. Use your imagination when compiling The Group Scoop. This is a bi-monthly publication. Editor emails a copy of the finalized Group Scoop to the AIS office prior to the AIS Service Committee meeting. AIS office will print it for distribution at the Service Committee meeting.

### **Group and AIS Fundraising Chairperson**

The chairperson assists groups in developing ideas for fundraising and overseeing various AIS fundraisers.

### **Meeting on Wheels Chairperson**

The AIS office occasionally receives calls for a meeting to be taken to an Al-Anon member who is homebound or in a nursing facility. This request may come from the person them self, a relative or a member of their home group. The office then contacts the meeting on wheels chairperson who contacts other members who would be willing to take a meeting to this member of Al-Anon.

### **Library Chairperson**

The library chairperson can be as creative as you want to be! You can ask libraries to display Al-Anon/Alateen schedules and informational bookmarks. You can go to libraries and check out their supply of Conference Approved Literature (CAL) literature. You can call libraries in various local counties to see if they have access to all CAL literature. You can ask groups to donate books to school or public libraries. You can make this position whatever you like to get CAL literature into the hands of those who want and need it.

### **Public Information/Public Outreach Chairperson**

Attend all AIS Board and Service Committee meetings. Have contact with the Area Public Information Coordinator for information being passed down from the World Service Office (WSO). Utilize the WSO on-line public outreach guide. Stimulate an interest in carrying the message of Al-Anon to the public and professionals. WSO is a great source of ideas. Posting posters locally, mailings to churches, schools, professionals, writing newspaper articles, meeting lists to libraries and community centers, donating books and pamphlets to medical facilities are some suggested service ideas. Create ideas to help Portland become aware of Al-Anon Family Groups and the help we can provide to families and friend of alcoholics.

### **Twelfth Step Calls Chairperson**

This chairperson maintains and provides to AIS the list of members who are available to receive twelfth step calls. This position is what you make of it. You can visit groups to enlist members who would be available to receive twelve step calls. You can take sign-up forms to speaker meetings. The calls originate from AIS who will call a volunteer. Your responsibility will be keeping the Twelve Step Call “list” updated for the AIS office.

### **Office Volunteers Chairperson**

Visits the Portland area Al-Anon/Alateen groups to talk about the opportunity for members to volunteer at the AIS Office. Describes types of work the volunteers might be asked to do, the office hours and gives them the AIS office number to call if they are interested.

### **Literature Chairperson**

This chairperson reviews and passes on information to AIS, the AIS Board and the AIS Service Committee regarding new literature, changes or revisions, on-line literature or literature going out of print so that AIS can keep the Board, ISRs and groups informed. You can also visit groups and encourage groups to use CAL pamphlets and books as meeting topics. Write articles for The Group Scoop.

### **Hospitality Chairperson**

The hospitality chairperson is the “greeter” every month for the Board and Service Committee meetings and should be at the door 10 to 15 minutes prior to the meeting. You may be asked to assist groups set up hospitality for their events.

### **Media Chairperson**

The media chairperson provides information about Al-Anon to newspapers, radio and television stations, in person, with or without other Al-Anon members.

### **Portland Area Alateen Chairperson**

The Alateen chairperson acts as the liaison between the Portland Al-Anon Member in Alateen Service (AMIAS) meeting and AIS office. This AMIAS is involved in the planning of a workshop held once a year for prospective, interested, future Al-Anon/AA AMIAS, and a once-a-year Alateen Round-Up. Both of these events are planned at the AMIAS meetings.

### **Institutions Chairperson**

The institutions chairperson brings information to any institution that is interested and to make institutions aware of our existence and purpose.