

## **GENERAL JOB DESCRIPTIONS FOR OFFICERS AND COORDINATORS OF THE SYRACUSE AL-ANON INFORMATION SERVICE - REVISED 10/24/05**

THE SUGGESTIONS OFFERED HERE HAVE BEEN DRAWN FROM THE AL-ANON/ALATEEN SERVICE MANUAL, THE GUIDELINES FOR OFFICERS AND COORDINATORS OF THE NEW YORK NORTH AREA, FROM THE MINUTES OF THE SYRACUSE AIS, AND FROM TRUSTED SERVANTS OF THE SYRACUSE AIS.

THIS IS NOT A SET OF RULES: THERE ARE NO RULES IN AL-ANON. SINCE OUR GROWTH, HOWEVER, DEPENDS ON HOW WELL WE SERVE THE FELLOWSHIP, THESE GUIDELINES CAN BE HELPFUL.

### **GENERAL GUIDELINES FOR ALL AIS POSITIONS Rev. 10/24/05**

- 1) Each Officer or Coordinator serves a three year term.
- 2) Each Officer or Coordinator is suggested to keep a notebook of guidelines, procedures, etc. to be passed on to their successor.
- 3) Each Officer and Coordinator should be familiar with the Al-Anon/Alateen Service Manual.
- 4) Officers and Coordinators should prepare a written report each month for the AIS Secretary and a report to the Newsletter Editor. It is suggested that they also have sufficient copies of their reports to pass out to all members attending AIS Meetings
- 5) All Officers and Coordinators are encouraged to attend the NYN Spring Convention Assembly and the NYN Fall Assembly each year of their term.
- 6) All AIS Officers and Coordinators should be active in Al-Anon Service and have attended AIS meetings before holding an office and should attend Al-Anon meetings regularly.
- 7) Each position takes time, commitment, and love. You don't have to be perfect, just willing to learn.
- 8) Each Offer and Coordinator should submit receipts for expenses to the AIS Treasurer for reimbursement.

### **AIS CHAIRPERSON (Rev. 8/22/05)**

#### **RESPONSIBILITIES:**

- 1) Have knowledge of Traditions and Concepts, and how they work.
- 2) Be familiar with the WSO Service Manual and Syracuse AIS procedures.
- 3) Have leadership and organizational abilities -(Concept 9)
- 4) Attend and report on New York North A.W.S.C. Meetings, and AIS meetings.
- 5) Be familiar with the guidelines as set forth in the Al-Anon/Alateen Service Manual and in G-4 (Al-Anon Guidelines for Information Services)
- 6) Chair the Monthly AIS Meeting.
- 7) Oversee and assist with overall workings of the AIS and facilitating all coordinators, committees and the Service Center.
- 8) Using the previous months Minutes as a guide, prepare an agenda for each upcoming AIS Meeting.

### **AIS ALTERNATE CHAIRPERSON (Rev. 5/24/05)**

This individual is elected to work closely with the AIS Chair, to participate in AIS activities, and must be prepared to assume the duties of the AIS Chair, if necessary.

The Alternate Chairperson will automatically succeed the AIS Chairperson if the Chair cannot serve their full 3 year term.

- 1) Be familiar with the guidelines for the AIS Chairperson (see above).
- 2) Attends AWSC and AIS Meetings.
- 3) Cooperate fully with current Chair, sharing and learning at every level.
- 4) Welcomes new GR's to the AIS in writing and explains to them about subscribing to the Forum and to the Northern Hi-lights.

### **AIS SECRETARY (Rev. 8/22/05)**

- 1) Skills in taking minutes, typing, word processing, or desktop publishing are necessary.
- 2) Follow guidelines for Secretary as set forth in the AI-Anon/Alateen Service Manual.
- 3) Attend and take minutes of all AIS Meetings.
- 4) Type and send copies of the AIS Minutes to the AIS Newsletter Editor, AIS Archivist, AIS Chairperson, NYN Delegate, NYN Archivist, NYN Northern Highlights Editor. Present copies of minutes to members attending the AIS Meeting. (approx. 15 - 20 copies are needed).
- 5) Maintain a notebook containing all AIS Minutes to pass on to the succeeding Secretary (Note: Secretary's Minutes for 1982 - 1996 have been turned over to the AIS Archives.)
- 6) Read prior month's minutes at each AIS Meeting. Keep corrected copies of these minutes in the Secretary's notebook.
- 7) Pass the Roll Book (Blue binder in AIS File Cabinet) to record attendance at AIS Meetings.

### **AIS TREASURER (Rev. 10/24/05)**

#### **RESPONSIBILITIES:**

- 1) Basic knowledge and experience of bookkeeping and accounting is necessary.
- 2) Must be organized and keep up to date accurate records.
- 3) Be familiar with financial and treasury guidelines as set forth in the Service Manual.
- 4) Attend all AIS meetings.
- 5) Prepare an accurate report for each AIS Meeting and present a written copy of the report to the Secretary and to those attending the meeting (Approx.. 15 - 20 copies are needed).
- 6) During October, Treasurer works on the Preliminary Budget for the next Fiscal Year.
- 7) Submit AIS Budget at the December AIS Meeting for approval by vote.
- 8) Issue checks to Officers and Coordinators as needed.
- 9) Receive contributions from groups and record all transactions.
- 10) Submit a list of group receipts and expenses to be published in the AIS Newsletter.
- 11) Purchase office supplies for Service Center, i.e. envelopes, postage, etc.
- 12) Each Officer and Coordinator should submit receipts for expenses to the AIS Treasurer for reimbursement.

### **AIS ALATEEN COORDINATOR (Rev. 5/05)**

Be familiar with G-24 (Guidelines for Area Alateen Coordinators)

Be familiar with, and have a working knowledge of, the Alateen Sponsors Manual - "A Guide to Alateen Sponsorship - An Unforgettable Adventure" (P-86) Own and use the Al-Anon / Alateen Service Manual (P 24/27)

Under the NYN Area Alateen Guidelines, it is required that the Alateen Coordinator be a current or past Alateen Sponsor and be registered with the NYN Area and the WSO under the NYN Area Alateen Process.

#### **RESPONSIBILITIES:**

1. Attend A.I.S. Meetings.
2. Present a verbal report at AIS Meetings, and a written report to the Secretary.
3. Hold Regular Sponsor's Meetings
4. Respond to referrals from the Service Center for Alateen Information & problem solving.
5. Encourage and foster unity between Al-Anon, the AIS, the local Districts, and Alateen.
6. Keep in contact with the NYN Alateen Coordinator and the WSO Alateen Services.
7. Keep in touch with all the Alateen groups and Sponsors in the AIS.
8. Attend the NYNAC Alateen Conference.
9. Facilitates and mediates local group problems at the request of the Alateens, or their Sponsors.
10. Coordinates the distribution of funds (if any) from the AIS for NYNAC Fee Assistance.

#### **NOTES/ SUGGESTIONS:**

- 1) Alateen groups, Alateens and Alateen Sponsors should be encouraged to consult with each other and the AIS Alateen Coordinator to facilitate solutions to group problems and issues.
- 2) Each local Alateen Sponsor must fill out and submit a copy of the Al-Anon Member Involved in Alateen Service Form and follow the NYN Alateen Sponsor Registration Process.

### **AIS ARCHIVES COORDINATOR (Rev. 9/16/05)**

Be familiar with G-30, Guidelines for an Area Archives.

It would be helpful to have an interest in History and Research.

#### **RESPONSIBILITIES:**

1. Attend AIS meetings.
2. Present a verbal report at AIS meetings; written report to the AIS Secretary.
3. Collect and preserve the heritage of Al-Anon / Alateen past in the Syracuse AIS Archives.
4. Keep in contact and work closely with the NYN Archivist.
5. Serve as a reference source for AIS Officers, Coordinators, and DR's in researching information.
6. Be familiar with the contents of the AIS Archives so it can be used as an information resource.

#### **SUGGESTIONS**

1. Try to encourage participation of groups, districts, and the AIS in the continuing search for and preservation of Al-Anon/Alateen historical material.
2. Use of a tape recordings at District / Group level to interview longtime members. (The Guidelines are in the Archives).

### **AIS HOMEPAGE COORDINATOR (NEW) 5/24/05**

Be familiar with pamphlet S-66, Frequently Asked Questions and Guidelines about Creating and Maintaining an Al-Anon/Alateen Website, from Al-Anon Family Group Headquarters, Inc. Be familiar with G-21, Guidelines for an Area Newsletters. Should have basic skills in written communication as well as web-page creation and maintenance. Monitor the Syracuse AIS Al-Anon website to ensure that its content falls within those suggested guidelines and adheres to the policies of the Syracuse Al-Anon Information Service.

#### **RESPONSIBILITIES:**

1. Attend A.I.S. Meetings.
2. Present a verbal report at AIS Meetings, and a written report to the Secretary and Newsletter Editor.
3. Respond to requests for information submitted online for Al-Anon and Alateen Information and questions.
4. Keep in contact with the NYN Home Page Coordinator.
5. Establish good communication with all other AIS Officer and Coordinators, DRs, GRs and Al-Anon/Alateen members to facilitate placement of appropriate information on the AIS website while working closely with the webmaster for the site.

#### **SUGGESTIONS:**

1. Keep useful information, guidelines, procedures, etc., to be passed on to your successor.
2. It is advisable to back up your web page files in multiple formats.

### **AIS LITERATURE COORDINATOR (Rev. 9/26/05)**

Be familiar with G-6 (Guidelines for Area Literature Coordinators) Own and use the Al-Anon / Alateen Service Manual (P 24/27)

#### **RESPONSIBILITIES:**

1. Attend A.I.S. Meetings.
2. Present a verbal report at AIS meetings, and a written report to the Secretary.
3. Write articles for newsletter.
4. Encourage all members in the AIS to learn about the CAL process and be familiar with current available material.
5. Order and maintain literature for the Literature Depot.

#### **SUGGESTIONS:**

The Literature Depot Coordinator is the only person allowed to take out unpaid for literature on consignment for such events as the Salt City Mid-Winter Roundup and Days of Sharing, etc.

## **AIS NEWSLETTER/EDITOR COORDINATOR (Rev.10/24/05)**

Be familiar with G-21, Guidelines for an Area Newsletters.  
Should have basic skills in written communication.

### **RESPONSIBILITIES:**

1. Attend AIS meetings.
2. Present a verbal report at AIS meetings; written report to the AIS Secretary.
3. Publish and edit the AIS's Monthly newsletter.
  - a. Typing and layout
  - b. Printing
  - c. Bindery
4. Mailing Newsletter
  - a. Affixing mailing labels
  - b. Pay Postage
5. Request articles from Chairperson, Coordinators, and from membership.
6. Editor should submit draft copy of newsletter to AIS Chair or Alternate Chair for proofreading prior to printing.
7. Exchange newsletters with other areas of the country.

**SUGGESTIONS:** Desktop publishing skills are recommended for this position.

## **AIS PUBLIC OUTREACH COORDINATOR (NEW) (Rev. 5/24/05)**

Be familiar with G-9, G-10, G-14, G-22, G-27, G-29, and especially G-38  
Own and use the Al-Anon / Alateen Service Manual (P 24/27)

**DEFINITION:** Public Outreach informs the general public through the media, professionals, facilities and organizations about who we are, what we do, and how to get in touch with us. Our goal is to attract to our program those whose lives are or have been affected by someone else's drinking, so that those who need our program can find the help and hope that we offer. We also strive for name recognition and credibility as a community resource. (G-38)

### **RESPONSIBILITIES:**

1. Attend A.I.S. Meetings.
2. Keep in contact with the New York North Public Outreach Coordinator
3. Present a verbal report at the AIS Meeting; written report to the AIS Secretary.
4. Write monthly or Bimonthly articles for the AIS newsletter.
5. Set up plan to initiate and implement Public Information projects, through cooperation with the groups or the districts.
6. Follow-up so that all Public Information material is current and contacts are maintained.
7. Refer all correspondence from WSO to the proper Districts
8. Close communication and cooperation with the AIS Officers and Coordinators and all Al-Anon / Alateen members, as well as with NYN Trusted Servants to consolidate activities.
9. Carry the "presence" of Al-Anon - take literature to professionals and institutions in visiting rooms where Al-Anon meetings are not allowed.
10. Make your presence available to any group conducting a workshop of Day of Al-Anon On Public

Outreach.

11. Participate when requested at the AIS level to inform the fellowship of opportunities in Public Outreach at the group level.

12 Refer requests for speakers.

13 Coordinate speakers for availability and refer to PI/CPC Coordinator

14 Annually mail out schedules to list of community contacts that will be provided.

**SUGGESTION:** 1. Set up workshops at AIS and District level.

### **AIS SERVICE CENTER COORDINATOR (Rev.10/24/05)**

Be familiar with G-4 (Al-Anon Guidelines for Information Services)

Own and use the Al-Anon / Alateen Service Manual P 24/27)

#### **RESPONSIBILITIES:**

1. Attend A.I.S. Meetings.

2. Responsible for the keys to the Center and making sure key is available for volunteers to serve their shifts.

3. Keep Volunteers informed and provide up to date information on activities.

4. Arrange volunteer time as convenient to their schedule.

5. Train Volunteers.

6. Maintain phone or personal contact with volunteers for support.

7. Available for questions, problems, and other changes (NOTE: some volunteers are more capable and or willing to perform other duties such as mail, forwarding requests for speakers, etc. The level of service is dependent on the volunteer).

8. Return phone calls for information received by the Answering Service.

9. As necessary (at least annually) request list of Al-Anon contacts and submit it to the Answering Service.

10. Advise District Representatives of meeting changes received at the center.

11. Prepare monthly report to the AIS on Service Center activity.

12 Purchase office supplies for Service Center, i.e. envelopes, postage, etc.

13 Serves a liaison to/from Pen and Pages Center.

14 Pick up mail and answer correspondence.

15 Make copies as necessary for schedules, guidelines, and events.

16 Maintains contact with the Answering Service as to changes, current schedules, etc.

17 Returns phone calls for information received by the Answering Service.

18 Advise of Service Center Closings due to holidays, storms, etc.

19 Maintain a current listing of meetings (the Meeting Schedule).

20 Advise person who prepares schedule of changes - schedules to be done quarterly.

21 Coordinator is responsible for typing up and arranging for the schedules to be printed.

22 Forward to the Answering Service and the Onondaga Council on Alcoholism , Oswego County Council on Alcoholism, and the Finger Lakes Council on Alcoholism, regular sized copies of the schedule.

23 Maintain and update a list of Officers, Coordinators, DR's and GR's (the AIS Directory) including group time and locations, and the name and phone number of a contact person from the group who can answer questions about the group

24 Assist groups in changing information and/or registering with WSO or NYN by sending group registration guidelines and addresses, as well as a copy of the Group Registration Form.

- 25 Pass on questions or requests for Alateen information to the Alateen Coordinator
- 26 Forward group contributions to the AIS Treasurer.

**AIS SERVICE CENTER VOLUNTEER (Rev. 10/24/05)**

**RESPONSIBILITIES:**

1. Maintain contact with the Volunteer Center Help-Line as to requests for schedules and information requests.
2. Must have not less than one year in program.
3. Answer Telephone calls.
4. Package and mail Group Literature orders and request for free literature.
5. Assist Service Center Coordinator as needed.
6. Fill Literature Display rack.
7. Returns phone calls for information received by the Answering Service.
8. Mailing out schedules as requested.
9. Vacuum and dust office as needed.
10. Make sure that the plants are watered when needed.