

GOT SERVICE?

AIS DISTRICT 13

PARTIAL DESCRIPTIONS OF SERVICE POSITIONS OPEN

(For full descriptions see "Contacts" at www.alanonmidpeninsula.org)

Secretary

Takes the minutes of the business meetings and maintains a permanent record to be passed on to the successive secretaries. Makes copies to pass out at the next business meeting for approval.

The Secretary shall be an active or past GR, shall be elected by the members of the AIS and be an officer of the Corporation.

Newsletter Editor

Prepares and distributes a quarterly newsletter at the business meeting.

Alateen Coordinator

An Alateen Coordinator is someone who is able to use the Al-Anon principles when assisting ALATEEN Sponsors and ALATEENS with problems or concerns arising in their perspective groups and/or district by using CAL literature, Bylaws, WSO Service manual, WSO Guidelines and NCWSC Binder.

Also, it is suggested that the Alateen Coordinator have a strong Al-Anon program with regular attendance at group meetings and reading of CAL literature and be or have been involved as an ALATEEN group Sponsor or Coordinator in their local district.

Public Information

- Being the district contact person for the schools and local civic groups (they contact us usually)
- Signing us up for the events
- Organizing volunteers for the events
- Making sure there are adequate pamphlets for the events
- Get Al-Anon literature to volunteers if Coordinator can't do the event
- Making sure volunteers have parking passes (when necessary), literature box, directions, etc

Archives

Collect and organize a permanent file of minutes and pertinent reports from officers and chairpersons of special events

