

Southern Arizona AIS Liaison to the Area

Purpose

The Southern Arizona AIS Liaison serves as a communication link between Southern Arizona Al-Anon Information Services (AIS) and the Arizona Area Assembly, the Area World Service Committee, and the World Service Office.

Basic Requirements

1. Two years in Al-Anon program
2. A working knowledge of the *Guidelines for Southern Arizona AIS*
3. The ability to communicate electronically and by phone with others
4. Available to attend Arizona Area meetings to represent the Southern Arizona AIS

Duties

1. Represents AIS at the bi-annual Area World Service Committee (AWSC) meeting, the spring and fall Area Assemblies and Delegate's Day
2. Arranges for a substitute if unable to attend any of these meetings
3. Provides written reports about Area, other AIS, and WSO activities and brings back information to be shared with Southern Arizona AIS members
4. Monitors the "In the Loop" newsletter emails from WSO that are sent to the Liaison Area email address and disseminates information as necessary
5. Attends AIS meetings as needed
6. Selects a back-up person who has access to position information and files in case of an emergency
7. Average time on this Service position: 1.5 hours/month, plus attending AIS meetings, Area Assemblies, AWSC Meetings, Delegates Day
8. Review and respond to Al-Anon position Email twice a week

References

Acquire a working knowledge of the following documents:

1. *Guidelines of Southern Arizona Al-Anon Information Services*
2. *Arizona Area Guidelines*
3. AIS Liaison Position Description
4. Any section of the WSO Service Manual pertaining to the AIS Liaison position

Transition

The outgoing S. AZ AIS Liaison shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Liaison with the following:

1. Appropriate electronic or paper files and other information

2. Email address for Area contact person
3. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March to the incoming coordinator, with a copy going to the Alternate Chairperson

Important Contacts

1. AIS Chairperson
2. Area Chairperson
3. District Representatives

Alternate Chairperson

Purpose

To provide leadership for Southern Arizona Al-Anon Information Services/Literature Distribution Center's (AIS/LDC) Steering Committee, be a point of contact between the Steering Committee and the AIS fellowship, fill in at AIS Meetings when the Chairperson is absent, and coordinate the annual Southern Arizona Al-Anon Founder's Day.

Basic Requirements

1. Two years in Al-Anon program
2. Available to attend and lead the Steering Committee meetings
3. Available to attend Southern Arizona AIS Business Meetings
4. Basic computer skills
5. Ability to communicate with other AIS and Steering Committee members
6. Willing to organize Southern Arizona AIS Founder's Day event

Duties

1. Acts as chairperson of Steering Committee schedules meetings, sets agenda, notifies AIS members when meetings are held, and secures a meeting location. Meetings must be held at least once a quarter
2. Assists in preparing Thought or Task Forces proposals to present to AIS
3. Forms a planning committee to coordinate Founder's Day on the last Saturday of February each year. A group or district may be asked to sponsor Founder's Day by providing committee members. Duties of the committee are as follows:
 - a. Prepare a budget and secure a location with a kitchen that can accommodate 150 people
 - b. Arrange for Alateen, Al-Anon and AA speakers (ask Al-Anon Liaison to AA to help with AA speaker, if necessary)
 - c. Arrange for someone to MC the Founder's Day
 - d. Coordinate with the Archivist for an Archives display
 - e. Plan for a meal or a potluck
 - f. Prepare a flier and distribute during January & February AIS business meetings
 - g. Submit Founder's Day announcement for the January & February Al-A-Note publications
 - h. Purchase drinks and paper goods
 - i. Provide small thank you gifts for the speakers

- j. Coordinate with the Literature Coordinator for literature to sell (optional)
- 4. Chairs AIS business meetings when the Chairperson is absent
- 5. Collects and organizes "turnover" reports from officers and coordinators and informs the Steering Committee of important information in those reports
- 6. Performs other duties which may be assigned by AIS
- 7. Selects a back-up person who has access to position information and files in case of an emergency
- 8. Average time to fulfill duties: 5 hours/month
- 9. Review and respond to Al-Anon position Email twice a week

Important Contacts

- 1. AIS Steering Committee and Coordinators
- 2. AIS Archivist for Founder's Day
- 3. Arizona Area Officers and Coordinators, District Representatives, and other Arizona Area Information Service Centers

References

- 1. Acquire a working knowledge of the following documents:
- 2. *Guidelines of Southern Arizona Al-Anon Information Services*
- 3. *Bylaws of Southern Arizona Al-Anon Information Services, Inc.*
- 4. AIS Service Position Descriptions
- 5. Alternate Chairperson Position Description
- 6. WSO guideline on Al-Anon Information Services (G-4)
- 7. WSO guideline on Literature Distribution Centers (G-18)
- 8. WSO Service Manual

Transition

The outgoing Alternate Chairperson shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Coordinator with the following:

- 1. Past year's minutes from the Steering Committee
- 2. Recommendations for organizing Founder's Day
- 3. File of current and previous "turnover" reports
- 4. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March to the incoming Alternate Chairperson.

Treasurer

Purpose

The Treasurer is responsible for overseeing and reporting income and expenses for Southern Arizona Al-Anon Information Services (AIS) under the guidance of the Steering Committee, AIS members and in accordance with the Traditions and Concepts of Al-Anon Family Groups, Inc.

Basic Requirements

1. Two years in Al-Anon program
2. Some experience working with numbers (i.e. balancing a checkbook) and attention to financial details
3. Member of and attends AIS and Steering Committee meetings and provides monthly financial reports
4. Reliable transportation and email service essential for this position. Requires weekly trips to PO Box to collect bills, invoices and money, minimum twice-monthly trips to bank to deposit funds or deposit electronically, and regular communication with Steering Committee and AIS members. (Trips to a physical bank are only necessary with cash from in-person events)
5. Basic facility with logging in and managing incoming and outgoing payments online

Duties

1. Responsible for picking up and depositing money received through literature sales, contributions, and fundraisers, picking up invoices and bills from PO Box once/week, checking Treasurer email once/week for bills and invoices, and paying monthly office and other approved AIS expenses on a regular basis.
2. Track income and expenses in a manner that allows for effective reporting to Steering Committee, AIS officers, coordinators, and groups, and, if necessary, a tax preparation service
3. At the end of each month balance the checkbook and prepare a profit and loss statement, balance sheet, and group donations spreadsheet that is sent to the AIS
 - a. Secretary for distribution. Paper and electronic copies should be retained for ____ years and accessible to Al-Anon groups and members
4. Responsible for receipts or documentation from AIS members for expense reimbursements
5. Prepare and submit the following annual reports:
 - a. Complete and file annual report for the State of Arizona Corporation Commission before the due date of May 22nd of each year. (Can go online to www.cc.state.az.us and download Annual Report Form)
 - b. Complete, sign and return annual Arizona Business Property Tax Exemption Statement with County Assessor's office, due by March 1st of each year (it is suggested this be done in January)

- c. Responsible for timely filing of tax returns and providing information for tax preparers. (Required by May 15th of each year when income exceeds \$50,000 annually)
 - d. Other business reports as needed
- 6. Attend Audit Committee meetings and provide all necessary documents to facilitate the Committee's work (for details see AIS Guidelines)
- 7. Meet with the Budget Committee to draw up an annual budget for review at the October Steering Committee meeting and approval at the November AIS meeting
(Please Note: it is recommended that a change be made to the AIS Guidelines regarding the Budget Committee. The Steering Committee would become the Budget Committee with the Treasurer providing information and being a resource for questions)
- 8. Maintain a file of receipts electronically and keep paper copies of all cash receipts
- 9. Set up a new filing system for the new calendar year
- 10. Select a back-up person who has access to all relevant financial information files in case of an emergency. Keep a back-up person abreast of current financial situations on a regular basis
- 11. Keep the Treasurer's Addendum up to date
- 12. Average time to fulfill duties: 10-12 hours/month (deposits, paperwork, meetings)

References

Acquire a working knowledge of the following documents:

- 1. *Guidelines of Southern Arizona Al-Anon Information Services*
- 2. *Bylaws of Southern Arizona Al-Anon Information Services, Inc.*
- 3. Treasurer position description
- 4. WSO's Al-Anon/Alateen Service Manual

Transitions

The outgoing Treasurer shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Treasurer with the following:

- 1. Update bank signature card
- 2. Update business debit card for Literature Coordinator when that position turns over
- 3. Update information for Arizona Corporation Commission
- 4. Orient incoming treasurer regarding contact information, account numbers, review of reports, and filings deadlines
- 5. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March to the incoming Treasurer, with a copy going to the Alternate Chairperson

Important Contacts

- 1. Steering Committee members
- 2. Literature Coordinator
- 3. Budget and Audit Committee Members

4. See Addendum for further contact information

Chairperson

Purpose

As the leader of Southern Arizona Al-Anon Information Services (AIS), the Chairperson chairs the monthly business meeting, initiates ideas for consideration, offers choices, and consults with others, but leaves it up to the fellowship to make the decisions. In this role the Chairperson demonstrates dedicated and effective action so others in Al-Anon are eager to help with the job.

Basic Requirements

1. Two years in Al-Anon program
2. Basic computer skills
3. Ability to communicate through email and phone
4. Attend Steering Committee Meetings
5. Attend and chair Southern Arizona AIS Business Meetings

Duties

1. Sets the agenda and presides over the monthly meetings of AIS and shall see that all decisions of AIS are acted upon. Conducts meetings using both Knowledge Based Decision Making (KBDM) and Robert's Rules of Order (most recent revision) as appropriate
2. Provides an agenda for the Southern Arizona AIS Business meetings and any other reports to the Secretary for distribution at least one week prior to the AIS meeting
3. A member of and attends Steering Committee meetings
4. Chooses an Election Chairperson to preside over Service Position Elections
5. Provides a Service Position Description to all members and ISRs/GRs at least one month prior to elections
6. Provides copies of *Guidelines of Southern Arizona Al-Anon Information Services* to members whenever changes have been made to the document
7. Updates the AIS Service Sponsor Phone List on an annual basis
8. Shall perform all other duties incidental to the office of Chairperson and those occasionally assigned by AIS
9. Selects a back-up person who has access to position information and files in case of an emergency
10. Average time to fulfill duties: 1-3 hours/week on communications; 3 hours/month on meetings
11. Review and respond to Al-Anon position Email twice a week

References

Acquires a working knowledge of the following documents:

1. *Guidelines of Southern Arizona Al-Anon Information Services*
2. *Bylaws of Southern Arizona Al-Anon Information Services, Inc.*
3. AIS Service Position Descriptions
4. Chairperson Position Description
5. WSO guideline Al-Anon Information Services (G-4)
6. WSO guideline Literature Distribution Centers (G-18)
7. WSO Service Manual

Transition

The outgoing Chairperson shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Chairperson with the following:

1. Agenda format
2. Service Sponsor phone list
3. *Guidelines of Southern Arizona Al-Anon Information Services*
4. *Bylaws of Southern Arizona Al-Anon Information Services, Inc.*
5. AIS Service Position Descriptions
6. Simplified Parliamentary Procedures
7. WSO Guideline Group Representative (G-11)
8. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March to the incoming Chairperson and a copy to the Alternate Chairperson

Important Contacts

1. AIS Officers,
2. Coordinators
3. Steering Committee members
4. Arizona Area Officers and Coordinators
5. District Representatives
6. Other Arizona Area Information Services (contact info can be found in the Arizona Area's newsletter, The Message Carrier)

Literature Coordinator

Purpose

The Literature Coordinator oversees the availability of Conference Approved Literature (CAL) for distribution through public outreach and for resale to Al-Anon Family Groups in Southern Arizona.

Basic Requirements

1. Two years in the Al-Anon program
2. Ability to monitor literature inventory and order items World Services Organization (WSO) as needed
3. Fulfill and mail CAL orders to SoAZ AFG groups and individuals
4. Transportation to the AIS/LDC office
5. Basic computer skills
6. Review and respond to Al-Anon position Email twice a week

Duties/Responsibilities

1. Ensures availability of sufficient literature in the Literature Distribution Center (LDC) by checking inventory levels, placing orders when needed and utilizing available discounts when possible (includes annual physical inventory to check against online inventory)
2. Has access to SoAZ LDC storage unit for all literature
3. Manually updates inventory stock and prices in SquareSpace when needed
4. Responsible for WSO orders
 - a. Communicates with Treasurer to confirm funds availability before placing orders
 - b. Verifies WSO order contents, notifies Treasurer that order is complete and ok to pay WSO invoice
 - c. Stores original, initialed packing slip in Treasurer's file folder at the LDC storage unit for auditing purposes
5. Checks LDC emails to receive and fulfill orders placed with So AZ LDC online bookstore; prints copy of the SquareSpace order
6. Notes fulfillment date (when order is mailed); file printed SquareSpace order in LDC files
7. Maintains monthly log of LDC debit card expenditures and receipts, and store in LDC files for auditing purposes
8. Responsible for determining literature display and arrangement in the LDC

9. Cooperates with Public Outreach Coordinator to ensure sufficient literature available for health fairs, penal institutions, and other public outreach events; provides suggestions to new Al-Anon Family Groups regarding start-up literature
10. Cooperates with Area Literature Coordinator and Southern Arizona District Representatives to ensure sufficient literature available at Area and District functions
11. Selects a back-up person who has access to all relevant position information in case of an emergency and keeps back-up person abreast of current inventory and ordering situation
12. Average time to fulfill duties: 12 hours/month
13. Review and respond to Al-Anon position Email twice a week

Important Contacts

1. Al-Anon World Service Organization Online BookStore (www.al-anon.org)
2. Area Literature Coordinator
3. Treasurer
4. Office Manager
5. Public Outreach Coordinator

References

1. *Guidelines of Southern Arizona Al-Anon Information Services*
2. Arizona Area Guidelines
3. WSO order form CAL (S-16)
4. WSO on-line store: al-anon.alateen.org/al-anon-literature
5. WSO guideline Area Literature Coordinators (G-6), LDCs (G-18), Ordering Literature (G-31)
6. Any section of the WSO Service Manual pertaining to Literature

Transition

The outgoing Literature Coordinator shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Coordinator with the following:

1. Current inventory of items in the LDC (maintained by online inventory system)
2. Procedure for ordering literature from WSO and So AZ LDC
3. Key contacts information (e.g. WSO, Treasurer)
4. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March to the incoming coordinator, with a copy going to the Alternate Chairperson

Overall comment: Not sure where "custodian" duties of the storage unit fall i.e. if under office mgr, chair, whoever has storage unit key. BUT over the last 3 yrs I served as the point of contact for access to AIS supplies for events, archives, files, equipment, etc. This was basically "other duties" I performed as needed when requested. This seems to be an office manager role/responsibility

Meeting List Coordinator

Purpose

The Meeting List Coordinator compiles and maintains an accurate listing of Al-Anon and Alateen meetings within Southern Arizona in order to assist the newcomer, professionals and current Al-Anon and Alateen members in finding a meeting. Test these changes.

Basic Requirements

1. Two years in Al-Anon program
2. Basic computer skills
3. Ability to communicate through email and phone

Duties

1. Compiles and maintains an electronic version in MS Word and PDF formats of Al-Anon/Alateen meetings (registered at World Service Office) within Southern Arizona which includes Districts 5, 20, 21, 22, 23, 24, 25 and 10S
2. Update and confirm meeting changes received from District Representatives or Groups each month
3. List all meetings by the day of the week and include the following information:
 - a) Time of day
 - b) Meeting name
 - c) Name and address of meeting place, including any special instructions
 - d) General area of town (zip code)
 - e) District
 - f) Special notations such as open meeting, closed meeting, non-smoking, wheelchair accessible, step study, Al-Anon adult children, etc.
 - g) Note: ***Newcomer Meetings*** are listed in bold and italic
4. Provide a separate heading for Alateen, Spanish, Southern Arizona meetings outside the Tucson area, and institutional meetings
5. Include the following supplemental information:
 - a. The Southern Arizona AIS/LDC website, phone number, and other information deemed necessary
 - b. A disclaimer: "Note: the listing of a meeting in this directory does not constitute approval or disapproval of any group's manner of practicing the Al-Anon program. If the meeting you attend is not right for you, please try another. There is hope in Al-Anon!"
 - c. An abbreviation key to explain any and all abbreviations used on the list
6. AIS meeting day, time, and phone number for Zoom ID and Passcode On or before the first of each month, email the current PDF version of the list to the Arizona Area Webmaster, Southern Arizona Al-Anon Information Services (AIS) Web Coordinator and AIS Secretary for distribution

7. Email specific group changes to the Webmaster for updating the website's set of electronic meetings
8. Attend AIS monthly business meetings (recommended)
9. Select a back-up person who has access to position information and files in case of an emergency
10. Average time to fulfill duties: 1-2 hours/month
11. Review and respond to Al-Anon position Email twice a week

References

Acquire a working knowledge of the following documents:

1. *Guidelines of Southern Arizona Al-Anon Information Services*
2. Meeting List Coordinator Position Description

Transitions

The outgoing Meeting List Coordinator shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Coordinator with the following:

1. Electronic copy of the meeting list
2. Other paper and electronic files and contact information
3. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March to the incoming Meeting List Coordinator and a copy to the Alternate Chairperson

Important Contacts

1. Southern Arizona & Area Webmaster: webmaster@so-az-alanon.org & webmaster@al-anon-az.org
2. Grouprecords@al-anon.az.org
3. Southern Arizona District Representatives (current contact information can be found in the Message Carrier or the Al-A-Note)
4. Southern Arizona Group Representatives
5. Southern Arizona AIS/LDC: PO Box 44003, Tucson 85733 (520-323-2229)
6. Arizona Area Website: www.al-anon-az.org
7. Al-Anon's World-Wide Website and phone number: www.al-anon-alateen.org (888-425-2666)

Public Outreach Coordinator

Purpose

The Public Outreach Coordinator shall carry the message of the Al-Anon Family Groups of Southern Arizona by working in cooperation with the professional community, institutions, and the public at large.

Basic Requirements

Two years in Al-Anon program

1. Able to communicate with others by email and phone
2. Able to recruit, keep in touch with and support outreach volunteers
3. Familiar with community organizations that might benefit from contact with Al-Anon

Duties

1. Coordinate outreach to the public and media through activities such as, but not limited to, health fairs, public service announcements, *Al-Anon Faces Alcoholism* distribution
2. Coordinate with the Alateen Coordinator for Alateen related public outreach requests
3. Coordinate and maintain a list of volunteers and speakers to attend public outreach events
4. Arrange for Al-Anon literature and meeting lists to be available for distribution at public outreach events
5. Maintain a list of annual health fairs and other service organizations with contact phone numbers, location, and event date
6. Coordinate with the Literature Coordinator to purchase a sufficient number of copies of *Al-Anon Faces Alcoholism* or other appropriate literature
7. Coordinate the establishment of Al-Anon meetings at institutions where those populations cannot attend outside Al-Anon meetings
 - a. Support each institutional facility with an Al-Anon member who will serve as liaison to the facility
 - b. Assist the facility liaison, as needed, with issues regarding clearance and training of volunteers, literature and other information, and contact with professionals at the facility about Al-Anon
 - c. Provide Al-Anon speakers to carry the message of Al-Anon to institutions
 - d. Hold a meeting with institution volunteers as needed for fellowship, support and to discuss issues they have experienced

8. Proactively reach out to the professional community by:
 - a. Holding an Open Al-Anon Meeting to inform professionals about Al-Anon. [Refer to WSO guideline The Open Al-Anon Meeting (G-27) for more information]
 - b. Providing Al-Anon speakers to carry the message of Al-Anon to professionals
 - c. Coordinating mailings to professionals from the Open Letters Series (obtained through WSO), *Al-Anon Faces Alcoholism*, meeting lists, and other appropriate Al-Anon information and literature
9. Provide outreach news to the News & Events person and to the Website Coordinator
10. Submit an annual budget to the Budget Committee in July
11. Attend AIS meetings. (optional).
12. Select a back-up person who has access to position information and files in case of an emergency.
13. Average time spent on this service position: 1-4 hours/month
14. Review and respond to Al-Anon position Email twice a week

References

Acquire a working knowledge of the following documents:

1. *Guidelines of Southern Arizona Al-Anon Information Services*
2. *Arizona Area Guidelines*
3. WSO guideline Outreach to Institutions (G-9)
4. WSO guideline Outreach to the Public/Media (G-10)
5. WSO guideline Services in Correctional Facilities (G-14)
6. WSO guideline A Meeting on Wheels (G-22)
7. WSO guideline The Open Al-Anon Meeting (G-27)
8. WSO guideline Outreach to Professionals (G-29)
9. Open letter series (OS1, OD2, OL3, OT5, OH6, OSP7)
10. Any section of the WSO Service Manual pertaining to public outreach

Transition

The outgoing Public Outreach Coordinator shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Coordinator with the following:

1. A list of volunteers and speakers willing to attend public outreach events
2. A copy of the public outreach budget established by the Budget Committee
3. A list of annual health fairs and other service organizations with contact phone numbers, locations, dates, and the host organization

4. A copy of the following for the Pima County Adult Detention Center meeting:
Safety and Security Procedures, Cleared Corrections Visitation (CCV) Request,
Adult Detention Center Waiver of Liability
5. A "turn-over report" on accomplishments, concerns and recommendations
should be submitted no later than March to the incoming coordinator, with a
copy going to the Alternate Chairperson

Secretary

Purpose

The Secretary is responsible for recording and preserving the minutes and other important documents of the Southern Arizona Al-Anon Information Services (AIS) and Steering Committee (SC) meetings and providing timely communication of important AIS business electronically and/or in hard copy format to AIS members.

Basic Requirements

1. Two years in Al-Anon program
2. Basic computer skills
3. Internet Access and Email Capability
4. Attend monthly Southern Arizona AIS and Steering Committee Meetings

Duties

1. Attend monthly Southern Arizona AIS Business and Steering Committee meetings and record minutes
2. Complete minutes in recommended standardized format (see attached) within 7 days of meetings and email to Steering Committee, membership and Web Coordinator
3. Collect copies of all written reports, handouts, flyers, etc. distributed at monthly business and Steering Committee meetings and keep a file of important AIS documents
4. Compile and maintain a confidential electronic list of contact information with email, phone, position title and name of Al-Anon group they represent for current Southern Arizona AIS officers, coordinators, district representatives, meeting representatives, Steering Committee, and other AIS members. Store an updated paper copy of the contact list at the Literature Distribution Center
5. Arrange for a substitute to record minutes if unable to attend any AIS or Steering Committee meeting
6. Whenever necessary, arrange for a substitute to distribute meeting minutes and other important correspondence (coordinate with AIS Chairperson)
7. Responds to website e-mail correspondence once or twice a week or forwards to appropriate AIS office/coordinator within 48 hours
8. Select a back-up person who has access to position information and files in case of an emergency
9. Average time spent on this service position: 8 hours/month (performing job of recording & corresponding secretary)
10. Review and respond to Al-Anon position Email twice a week

References

Acquire a working knowledge of the following documents:

1. *Guidelines of Southern Arizona Al-Anon Information Services*
2. Bylaws of Southern Arizona Al-Anon Information Services, Inc.
3. Secretary Position Description
4. WSO Service Manual

Transition

The outgoing Secretary shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Secretary with the following:

1. Template of AIS and Steering Committee meeting minutes formats
2. Access to current AIS Membership list, email and group lists
3. Hard copy of the current confidential contact list of Southern Arizona AIS officers, coordinators, district representatives, meeting representatives, Steering Committee, and other AIS members
4. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March to the incoming coordinator, with a copy going to the Alternate Chairperson

Important Contacts

1. Steering Committee
2. News and Events Coordinator
3. AIS Liaison
4. Website Coordinator
5. Meeting List Coordinator

Alateen Coordinator

Purpose

The Alateen Coordinator shall be a liaison between Lateen Groups and the Area Information Service (AIS) and encourage awareness that Lateen is a vital part of the Al-Anon Family Groups. This is accomplished by attending Assemblies, making periodic reports.

Basic Requirements

1. Must be a certified Al-Anon Member Involved in Alateen Service (AMIAS).
Current minimum age is 23
2. Must be or have been an Alateen group sponsor of an Alateen meeting.
An Alateen group sponsor is defined as an adult member of Al Anon who attends Al-Anon meetings regularly, is currently certified as an AMIAS through the Arizona Area's Alateen process and has made a commitment to be of service to an Alateen meeting on a regular basis
3. Two years in Al-Anon
4. Must have a Sponsor or Service Sponsor
5. Review and respond to Al-Anon position Email twice a week

Duties

1. Encourages Alateen meetings to have a Group Representative for attending Area Assemblies and an ISR to participate at AIS meetings
2. Supports Alateen meetings of Southern Arizona and Alateen fundraising efforts
3. Requests AMIAS training and certification or recertification seminars to be held in the Southern Arizona area
4. Communicates and cooperates with the District Representatives of Southern Arizona
5. Communicates and cooperates with the Public Outreach Coordinator of SO AZ AIS to work in unity and avoid double-headed management pertaining to spreading the Alateen message to schools and among the professional community
6. Provide new Alateen meetings with literature or funds to help the group get started, with the goal of the group becoming fully self-supporting as soon as possible

7. Periodically visit Alateen meetings
8. Communicates with AIS meeting list coordinator regarding Alateen meetings Southern Arizona
9. Arrange for Alateen speakers at AIS events or public outreach activities when necessary
10. Attends AIS meetings as needed
11. Submit a written report of activities and expenditures to the Budget Committee in July
12. Select a back-up person who has access to position information and files in case of an emergency

Important Contacts

1. Arizona Area Alateen Coordinator and Arizona Area Process Person: Current contact information can be found in the Message Carrier (subscribe by writing to newsletterdistrib@alanon-az.org)
2. District Representatives of Southern Arizona which includes Districts 5, 10S, 20, 21, 22, 23, 24 and 25

References

Acquire a working knowledge of the following documents:

1. Guidelines of Southern Arizona Al-Anon Information Services
2. Arizona Area Guidelines
3. Alateen Coordinator Position Description
4. WSO Guideline Alateen Meetings in Schools (G-5)
5. WSO Guideline Alateen Conferences (G-16)
6. WSO guideline Starting an Alateen Group (G-19)
7. WSO guideline Alateen Safety Guidelines (G-34)
8. Any section of the WSO Service Manual pertaining to Alateen Coordinator

Archivist

Purpose

The Archivist preserves the experience, history and memorabilia of the Southern Arizona Al-Anon Information Services/Literature Distribution Center (AIS/LDC) from its beginning in 1956. This history should be preserved so as to be available to the membership, within the framework of our Traditions, for the good of Al-Anon as a whole.

Basic Requirements

1. Two years in Al-Anon
2. Basic computer skills
3. Communicate with members, groups, coordinators, and officers
4. Ability to store archival material or in AIS storage facility
5. Organize an Archives Table and Display at Founder's Day

Duties

1. Collect memorabilia, photographs, event flyers, group histories, district histories etc. pertaining to the Southern Arizona Al-Anon/ Alateen fellowship
2. Maintains collected items in storage in an organized manner
3. Provides an archive display at events hosted by the AIS (Founder's Day and other events as requested)
4. Provides an archive display at events hosted by the AIS (Founder's Day and other events as requested)
5. Attends AIS meetings as needed
6. Selects a back-up person who has access to position information and files in case of an emergency
7. Average time spent on this service position: 4-5 hours/month
8. Review and respond to Al-Anon position Email twice a week

Important Contacts

1. AIS Alternate Chair regarding Founder's Day
2. AIS Steering Committee
3. AIS District Representatives

References

Acquire a working knowledge of the following documents:

1. Guidelines of Southern Arizona Al-Anon Information Services (AIS)
2. Archivist position description
3. WSO Guideline Area Archives, (G-30)

Transition

The outgoing Archivist shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Coordinator with the following:

1. Any archival material and displays in their possession
2. A review of archival material at AIS storage facility
3. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March to the incoming coordinator, with a copy going to the Alternate Chairperson

News and Events Coordinator

Purpose

Keep southern AZ AIS Al-Anon members informed as a vital link in communicating our common welfare and unity (Tradition 1). The editor shall compile, edit and send files to the webmaster for publication on the website.

Basic Requirements

1. Two years in Al-Anon program
2. Basic computer skills which include editing and sending files and willingness to learn these basic computer skills
3. Become familiar with Al-Anon Service Arms

Duties

1. Communicate with and compile information submitted by Area Arms of Service including Members, Group Representatives, District Representatives, Officers and Coordinators
2. Edit submissions for content and accuracy
3. Submit edited News and Events to Website Coordinator for placement on the website according to date required
4. Attend monthly Area Information Service (AIS) meetings as needed
5. Select a back-up person who has access to position information and files in case of an emergency
6. Routinely check position emails
7. Average service time necessary for this position: 2 – 3 hours/month
8. Review and respond to Al-Anon position Email twice a week

Important Contacts

1. Southern Arizona AIS Coordinators
2. Website Coordinator
3. Officers
4. District Representatives (Districts 5, 10S, 20, 21, 22, 23, 24 and 25)

References

Acquire a working knowledge of the following documents:

1. Guidelines of Southern Arizona Al-Anon Information Services
2. Service Position Description for News and Events Coordinator
3. WSO's national website for Al-Anon Family Groups; www.aanon.alateen.org
4. WSO's Guidelines for Newsletter Editors (G-21)
5. WSO's Outreach to the Public/Media (G-10)
6. Any section of the WSO Service Manual pertaining to Newsletters

Transition

The outgoing News events Editor shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Editor with the following:

1. Important contact information
2. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March 1st to the incoming editor, with a copy going to the Alternate Chairperson

Translation Coordinator

Purpose

The Translation Coordinator ensures that written communications, such as agendas, minutes of meetings, Southern Arizona AIS informational emails/letters, event fliers, announcements, etc. are provided in a second language as needed for Al-Anon members, groups, and districts in Southern Arizona.

Basic Requirements

1. Two years in Al-Anon program
2. A working knowledge of the *Guidelines for Southern Arizona AIS*
3. The ability to communicate electronically and by phone with others
4. A willingness to coordinate the translation of material into a language other than English

Duties

1. Coordinate the translation of written material to be communicated to all AIS members, groups, districts, and AIS (agendas, minutes, general information, fliers, announcements, etc.)
2. Communicate and work with the Southern Arizona AIS officers, coordinators, districts, groups, and members to ensure materials are provided in appropriate languages as needed
3. Coordinate the release of translated material to Southern Arizona AIS members with the Secretary and others
4. Save electronic and paper copies of translated material for one year
5. Prepare an annual budget and submit it to the Budget Committee by July of each year
6. Prepare and present reports to Southern Arizona AIS members and to the Steering Committee as needed
7. Select a back-up person who has access to position information and files in case of an emergency
8. Average Service time for this position: 7 hours/month
9. Review and respond to Al-Anon position Email twice a week

Transitions

The outgoing Translation Coordinator shall make themselves available for questions and guidance and provide the following information to the incoming coordinator in order to ensure a smooth transition:

1. Electronic and paper files relevant to the position
2. List of other members/groups who have helped in the past year

3. A 'turn-over report' on accomplishments, concerns and recommendations should be submitted by March to the incoming coordinator with a copy going to the Alternate Chairperson

Important Contacts

1. Secretary
2. District Representatives (especially District 10S)
3. Area Translation Coordinator
4. Website Coordinator

Website Coordinator

Purpose

The Web Coordinator manages the website for the Southern Arizona Al-Anon Information Services (AIS) to provide current information and resources regarding the Al-Anon and Alateen programs, electronic meeting lists, events and links to the World Service Office (WSO) and Arizona Area websites.

Basic Requirements

1. Two years in Al-Anon
2. Computer skills for maintaining and making changes to the website as needed
3. Adequate time to monitor the website on a regular basis
4. Willingness to communicate with Al-Anon members, Groups, Districts, AIS Officers and Coordinators, Steering Committee, Arizona Area Officers, WSO and others when needed to keep the website up to date

Duties

1. Posts new documents received from the AIS coordinators and officers in a timely manner. Documents include but are not limited to: meeting lists, Al-A-Notes, events and workshops, treasurer's reports and meeting minutes
2. Make updates and content changes to the website as directed by the AIS Steering Committee
3. Keeps the website in working order by addressing any problems and obtaining assistance from the hosting site www.squarespace.com
4. Prepares written reports as necessary for AIS business meetings or the Steering Committee
5. Prepares proposals regarding suggested website re-design or upgrades
6. Attends AIS meetings as needed (optional)
7. Review and respond to Al-Anon position Email twice a week

References

Acquire a working knowledge of the following documents:

1. Guidelines for Southern Arizona Al-Anon Information Services
2. WSO Guidelines for Al-Anon Websites (G-40)
3. Any section of WSO Service Manual pertaining to websites important

Contacts

1. Web host, www.squarespace.com
2. WSO: www.al-anon.org
3. Southern Arizona AIS Coordinators and Officers
4. AIS Secretary: secretary@so-az-alanon.org
5. Arizona Area Website Coordinator: webitcoord@al-anon-az.org

Transition

The outgoing Website Coordinator shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Coordinator with the following:

squarespace User ID and Password

Message Coordinator

Purpose

The Message Coordinator gets messages from the message service and responds or refers the message to the appropriate person.

Basic Requirements

1. Two years in Al-Anon program
2. Works well with others

Duties

1. The Message Coordinator gets the messages that come into the AIS/LDC message service
2. The Message Coordinator refers the message to the appropriate person
3. Average time to fulfill duties: 1 hour/week
4. Review and respond to Al-Anon position Email twice a week

References

Acquire a working knowledge of the following documents:

1. *Guidelines of Southern Arizona Al-Anon Information Services*
2. Message Coordinator position description
3. WSO Guideline Al-Anon Information Services (G-4)
4. WSO Guideline Literature Distribution Center (G-18)
5. WSO Service Manual

Transition

The outgoing Message Coordinator shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Message Coordinator with the current procedures for answering the AIS/LDC messages.

Important Contacts

1. AIS Steering Committee Members
2. Literature & other Coordinators
3. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March to the incoming Message Coordinator, with a copy going to the Alternate Chairperson

12-Step Call Coordinator

Purpose

The 12-Step Call Coordinator ensures Al-Anon members are available to carry the message of Al-Anon to those reaching out for help.

Basic Requirements

1. Two years in Al-Anon program
2. Basic computer skills
3. Able to recruit, keep in touch with and support 12-Step call volunteers
4. Track calls on a monthly and annual basis

Basic Requirements for 12-Step Call Volunteers:

1. Active Al-Anon member for a minimum of 1 year and currently active
2. Have a desire to carry the Al-Anon message to others
3. Be available to take calls during the time and day selected on a consistent basis
4. Be able to explain how the basics of how the Al-Anon program works and direct callers to resources

Duties

1. Compile and/or maintain a list of Al-Anon members willing to take 12-Step calls by distributing a sign-up sheet to Southern Arizona Al-Anon Information Services (AIS) members
2. Submit a short paragraph to Al-A-Note and Web Coordinator about the 12-step call list with contact information at least once a year
3. Communicate and coordinate with the Office Manager and the answering service by providing a copy of a current 12-Step call volunteer list each month. Update the volunteer list every six months and notify Literature Distribution Center (LDC) and answering service of any changes
4. Request a monthly email report from the answering service regarding the calls that were received and referred to a 12-Step call volunteer
5. Communicate with the answering service to resolve any issues that may arise
6. Attend AIS meetings and provide reports as needed
7. Keep a spreadsheet with number of calls received each month and email to the Secretary at least twice a year. The Secretary will forward the information to the Steering Committee and to Southern Arizona AIS Members
8. Select a back-up person who has access to position information and files in case of an emergency

9. Time required for this service position: 1-2 hours/month
10. Review and respond to Al-Anon position Email twice a week

Important Contacts

1. Sunshine Communications:
 - a. Phone: 305-442-1144
 - b. Account #: 39046
 - c. Contacts: lionels@sunshine1.com; peterq@sunshine1.com
2. 12-Step Call volunteers
3. Office Manager
4. Steering Committee
5. District Representatives

References

Acquire a working knowledge of the following documents:

1. *Guidelines of Southern Arizona Al-Anon Information Services*
2. 12-Step Call Coordinator position description

Transition

The outgoing 12-Step Call Coordinator shall make themselves available for questions and guidance when needed in order to ensure a smooth transition and provide the incoming Coordinator with the following:

1. 12-Step call volunteer list
2. A "turn-over report" on accomplishments, concerns and recommendations should be submitted no later than March to the incoming coordinator, with a copy going to the Alternate Chairperson.

AIS Liaison to Alcoholics Anonymous (AA)

Purpose

The AA Liaison facilitates the cooperation between Alcoholics Anonymous and Southern Arizona Al-Anon Information Services (AIS).

Duties

1. Establish and maintain communications with the local AA Central Office located at 1920 E. Spring St., Tucson, AZ 85719 (infor@aatucson.org) and attend monthly AA Business Meetings on the 2nd Sunday from 1:30 – 3:00 pm
2. Acts as liaison to AA and AIS for Alcothons to secure Al-Anon speakers and meeting leaders at Founders' Day, Thanksgiving, Christmas, New Year's, and any other opportunities AIS may have to cooperate with AA
3. Obtain a copy of AA's Alcothon flier and distribute copies to the Al-A-Note Editor, AIS Website Coordinator and Secretary
4. Prepare a written report, when necessary, for the AIS Secretary one week prior to the AIS meeting for distribution on the agenda
5. Attend monthly AIS meetings as needed
6. Prepare information about the Alcothons and submit them to the News & Events and Website Coordinator
7. Select a back-up person who has access to position information and files in case of an emergency
8. Average time to complete service positions duties: 2-4 hours/month
9. Review and respond to Al-Anon position Email twice a week

References

Acquire a working knowledge of the following documents:

1. Guidelines of Southern Arizona Al-Anon Information Services
2. AIS Liaison to AA position description
3. WSO guideline Cooperation between Al-Anon and AA. (G-3)

Transition

The outgoing AIS Liaison to AA shall provide the incoming Coordinator with the following:

1. Pertinent AA contact names and numbers
2. Submit a "turn-over report" in February or March that may include events, accomplishments, concerns and recommendations for the incoming officer/coordinator and a copy to the Alternate Chairperson
3. The outgoing AIS Liaison to AA shall make themselves available for

questions and guidance when needed in order to ensure a smooth transition

Important Contacts

1. AA Central Office Coordinator
2. Secretary
3. Website Coordinator

