

### Southern Arizona AIS Officer and Coordinator Quick Facts - 2021

Position	Main Duties	Ave. Service Time
Chairperson	Lead AIS monthly meetings; set agenda for AIS meetings; available for other AIS business; Steering Committee; maintain list of service sponsors	1-3 hrs./week communications; 3 hrs./month meetings
Alt. Chairperson	Set agenda/lead Steering Committee; Coordinate Founder's Day; attend AIS monthly meeting	5 hours/month
*Office Manager	Coordinate LDC office; recruit and train volunteers; officer and member of Steering Committee	7 hrs./month
Treasurer	Make deposits and pay bills; monthly financial reports; work with Budget and Audit Committees; officer and member of Steering Committee; attend AIS monthly meetings	5-10 hrs./month
Secretary	Record minutes at AIS/Steering Committee meetings; distribute minutes and other information to AIS members; officer and member of Steering Committee	5 hrs./month
Al-Anon Liaison to AA	Attend monthly AA Intergroup meetings; help recruit Al-Anon and AA speakers; provide information to both groups	4 hours/month
7 <sup>th</sup> Tradition Coord.	Work with groups on financial and service issues; AIS fundraising	2-6 hrs./month
Archives	Keep records of all important AIS documents; provide a table at Al-Anon events	3-4 hours/month
Alateen	Recruit Alateen leaders; establish new meetings; support existing ones; assist Alateen convention	
Al-A-Note Editor	Prepare monthly Al-A-Note for distribution; format and edit information provided by groups and members	2-3 hrs./month
Literature Coordinator	Tracks literature inventory at the LDC; orders new CAL literature; in touch with groups, districts, public events, etc. to fulfill literature needs.	2-3 hrs./month
Public Outreach	Provide Al-Anon information to public; provide booths at public events and volunteers; coordinate information for institutions and professionals	1-4 hrs./month
12-Step Call Coordinator	Maintain a volunteer list to accept Al-Anon related calls; keep records of service calls	1-2 hrs./month
Southern Arizona AIS Liaison (S. AZ AIS Liaison)	Attend and report to AIS on Area meetings; provide information to members as needed	1.5 hrs./month plus AIS, Area Assemblies, 2 AWSC Meetings, Delegates Day
Meeting List Coordinator	Update meeting list monthly; send list to secretary for distribution	1-2 hrs./month
Translation Coordinator	Coordinates translation of meeting minutes, event flyers, other AIS information into a language other than English as needed.	2-3 hrs./month
Web Coordinator	Maintain website; post items properly submitted by members, officers and coordinators	6-8 hrs./month
At-Large Steering Committee Members (3-5)	Member of Steering Committee; input on AIS	2 hrs./month
Audit Committee	Review financial information and make suggestions as needed	Meet 2x/year 4-6 hours/year

Budget Committee	Work with treasurer to provide a budget for AIS; review previous budgets and current spending.	Meet 2x/year 4-6 hrs./year
------------------	---	-------------------------------