

AIS CHAIRPERSON

Chairperson:

- Presides at all AIS meetings
- Keeps in touch with all the officers, liaisons, and any ad-hoc committee heads
- Maintains an updated list of all vacant or filled positions on the AIS and recruits for members to fill open positions
- Oversees and/or guides all activities of the Committee
- Creates Agenda for meetings.
- Leads development of AIS Guidelines

Additional Position Preferences: AI-Anon membership of at least 4 years, previous history of service positions above the group level, attendance at previous AIS meetings

AIS WEBSITE COORDINATOR

Website and Meeting List Coordinator:

- Creates and maintains an accurate and user-friendly website, with content for AI Anon members, newcomers and professionals, and for any other segment that AIS chooses to highlight in future expansion of the website.
- Updates AIS meeting list of the AI-Anon and Alateen Groups in Districts 24, 25, 26 and 27 on a bi-weekly basis and is responsible for making the meeting list available through the website.
- Works with the AIS board to improve the design, text, and usability of the site.
- Works with members to post group and district events on the Events page.
- Performs weekly test checks of the links on the AIS website to assure they are working correctly, promptly repairs, if needed.
- Conducts research of other AIS websites for presentation at AIS meetings annually.
- Develop other technical capabilities as approved by the AIS board for pushing out content to AI-Anon group email addresses or AI-Anon members.

Additional desirable experience: Experience with building/repairing/editing/revising websites. If no experience –willing to learn how to update meeting list and website content.

AIS EMAIL COORDINATOR

Email Coordinator

Respond to any email sent to AIS website by promptly:

- Forwarding emails to website coordinator for handling
- Uploading meeting update requests to shared google drive spreadsheet
- Forwarding emails to Chairperson for advice, or other AIS officers, or when appropriate, directly respond to member and newcomer inquiries
- Handling incoming emails from WSO e-community for AIS/Intergroups and share with Chairperson
- Reminding groups to update WSO with meeting changes/updates

Position requires access to internet and computer, and familiarity with sending/receiving emails

AIS SECRETARY

Secretary:

- Records minutes of Officer Meetings and distributes them within 4-6 weeks of the meeting to all participants. If unable to attend any meeting the secretary is responsible for securing a substitute to write minutes
- Also is responsible for securing meeting place for all AIS meetings
- Keeps a current "Confidential" list of all AIS Officers (Names, Phone Numbers and E-Mail addresses)

AIS TREASURER

Treasurer:

Responsibilities include:

- Becoming a signer for the checking account and securing an AIS co-signer [typically the Chairperson] which requires a visit to any Well Fargo branch bank
- Providing Wells Fargo with pertinent personal information to satisfy banking policies regarding identification of individual. Could include full name, address and license.
- Keeps records of all group contributions and deposit contributions in the AIS checking account
- Balances monthly bank statements
- Monitors ATM withdrawals and bank fees
- Writes checks in payment of bills that are not paid automatically
- Reimburses AIS officers as needed for expenses they have incurred on behalf of AIS
- Provides quarterly and annual report of expenses, contributions and disbursements
- Determines and maintains the prudent reserve
- Transportation to bank to make deposits and postal facility to mail checks
- Keep (AIS)AI-Anon Information Service on a sound fiscal basis.

Additional Position Preferences: Personal/ professional experience with accounting or budgeting

AIS POST OFFICE BOX COORDINATOR

Post Office Box Coordinator

- Pick up mail at the Post Office Box frequently and forward it to the proper officer, committee or coordinator
- Remind the Treasurer to pay the Post Office Box fee when due and keeps a supply of stamps and envelopes
- Ensure PO Box is renewed annually

AIS TELEPHONE SERVICE VOLUNTEER

Telephone Service Volunteer Responsibilities:

- Pick up messages left on AIS voicemail service on one pre-assigned day each week for 6-month rotation. There are usually 0 to 3 calls each day.
- Return calls within 24 hours of picking up messages.
- Carefully review and follow detailed AIS Phone Volunteer Instructions provided by AIS Telephone Coordinator immediately upon accepting this position.
- Immediately notify AIS Telephone Coordinator if you are unable to cover the assigned day (e.g. vacation, personal issues); need assistance responding to a particular call, or notice a technical problem with the voicemail or phone line.
- Complete "Quarterly Report Form" and submit to Phone Service Coordinator before each quarterly AIS meeting.
- Find a replacement when you complete your Phone Service rotation. (Preferable.)

Position Qualifications:

- Internet access required to download or view current copy of Meeting List from AIS website.
- Email access to keep in touch with Phone Service Coordinator. Should be checked at least once each week.
- It is preferable that volunteers have a (private) cell number to leave when returning phone calls in case person who left the message cannot be reached.
- It is preferred that volunteers have at least 2 years' continuous membership in Al-Anon, have been exposed to Al-Anon's Traditions, and attend a home group in Westchester or Putnam.
- Dual members of AA and Al-Anon can serve in this position.
- Study of Al-Anon's Traditions is strongly recommended.

AIS PUBLIC OUTREACH LIAISON

Public Outreach Liaison

- Reaches out to groups and Districts served by AIS to establish communication, provide information and/or participate in outreach activities.
- Liaison between AIS and community functions/activities in Districts 24, 25, 26 and 27 and/or hosted by New York South Area's Public Outreach Coordinator.
- Assembles teams and other volunteers to bring the presence of Al-Anon to these functions as invited (i.e.: health fairs, wellness days, employee assistance programs, etc.)
- Works collaboratively with Public Outreach Coordinators on the District and/or Area levels.
- Orders literature and maintains supplies for AIS public outreach events, according to budget approved by the AIS board.
- Needs access to computer for email correspondence to target audience and to create/maintain outreach material.

Additional Position interest area: Attending outreach events; telling the Al-Anon story to new people

AIS LIAISON TO AWCS & AREA

Liaison to AWSC & New York South Assembly Area

- Prepares verbal and written report to present at New York South Assembly Area and attends AWSC quarterly meetings for the purpose of keeping groups in the Area informed about pertinent AIS information and events occurring in Districts 24, 25, 26 and 27.
- Votes on policy issues as AIS Liaison
- Brings current, printed Westchester Putnam meeting lists or other relevant information for distribution at Area meetings.
- Access to transportation to attend quarterly AWSC and NY South Area Meetings.

Additional Position Preferences: Al-Anon membership of at least 4 years, attendance at previous AIS, Area Assembly, District and/or AWSC meetings

AIS NEWSLETTER COORDINATOR

Newsletter coordinator:

- Performs a needed service by providing up to date information to the groups and members within the territory served by AIS
- Contacts members and district representatives so that the newsletter provides more topical and in-depth content than what is shown on the member pages of the AIS website
- Gets approval from WSO if newsletter content will include reprints of Conference Approved Literature
- Works with the AIS website coordinator to arrange to have newsletter posted on website and / or pushed out to interested members; also arranges for other distribution channels as needed
- Need access to a computer for writing, compiling and editing.
- Note: a dual member of AA and Al-Anon can serve in almost all AIS positions except for AIS Liaison

Additional Position preferences: likes researching and writing articles

AIS TELEPHONE SERVICE COORDINATOR

Member monitors and maintains operation of AIS voicemail service. This involves the following:

1. Recruit members to pick up voicemail messages on (1) consistent, pre-assigned day/wk. There are 7 English-speaking volunteers to cover each day, and 1 Spanish-speaking volunteer to return all calls received in Spanish.
 - a) Volunteers rotate every 6 months.
 - b) Ideally, current phone volunteers find their own replacements
 - c) Coordinator can create fliers for distribution at regular meetings, service meetings and to be posted on AIS website.
 - d) Request back-up when regular volunteers are not available for their shift (or fill this role yourself).
 - e) Maintain up-to-date list of Phone Service volunteers and provide list to committee as well as AIS Chair.
2. Distribute 12-Step Phone Service Instructions to all phone volunteers.
 - a) Update 12-Step Phone Service Instructions as needed and submit to AIS Chair
 - b) Confirm that Email Coordinator has most recent version for online "records"
3. Maintain contact with the volunteers, as needed via email, text or phone. Troubleshoot problems/issues if contacted by Phone Volunteers with any questions.
4. Contact Spanish-speaking phone volunteer when Phone Volunteers inform the Coordinator that a message on the voicemail is in Spanish. Spanish-speaking volunteer will pick up the message and return it within 24 hours.
5. Call AIS voicemail on a regular basis (914-946-1748) to ensure that our number is working properly.
 - a) Contact Verizon if there are technical problems
- b) Update AIS voicemail message if necessary
6. Present summary report at AIS quarterly meetings.
 - a. Distribute *Monthly Report Matrix* to Phone Volunteers and assimilate data in preparation for quarterly AIS meeting.

Ideal Position Qualifications

- Has Internet access to 1) retrieve schedule and other information from AIS/WSO websites; and 2) communicate with Volunteers via email
- Has text messaging access to communicate with volunteers as needed
- Has served at least one rotation as AIS 12-Step Telephone Volunteer
- Has 4+ years of continuous Al-Anon membership and is well-versed in the Traditions

Dual members of AA and Al-Anon can serve in this position.

General Requirements for all positions:

- Al-Anon member with home group in Westchester or Putnam, with at least 2 years membership
- Able to attend 4 meetings in person per year either in Pleasantville, White Plains, other central location or on Zoom
- Able to Serve for a three year term; if a member take a position mid-way through the term their position still terminates when the other starting board member positions terminate on January 1 following their third year
- At the end of this service commitment, is available to assist the incoming office holder
- All officers need to present position reports at each quarterly meeting; if an officer is unable to attend the meeting, he/she needs to send a written report to the AIS Chair ahead of the meeting
- Is familiar with sections of the Al-Anon and Alateen Service Manual pertaining to Al-Anon Information Services and Public Outreach.

Note: a dual member of AA and Al-Anon can serve in almost all AIS positions except for AIS Liaison

Preference for all positions:

- Previous District or group level service experience