

Al-Anon Suffolk Information Service

is here to support the Districts, Groups and members of Al-Anon in Suffolk County, New York.
We are grateful for the time, effort and knowledge freely donated by our members for the benefit of all.
In a nutshell, here is who we are:

Our groups, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve. Tradition Nine

Al-Anon Information Service (AIS/Intergroups)

An Al-Anon Information Service, also known as an Intergroup, is a local service established and maintained by one or more districts or by groups located close enough to one another for easy access and communication. Geographical boundaries need not be observed unless one Information Service conflicts with another nearby, in which case a geographical division should be set by mutual agreement.

An Al-Anon Information Service usually performs the following functions:

- Maintains a listing in the local telephone directory, providing a telephone number for those seeking information about Al-Anon and Alateen
- Maintains a post office box or an office address for listing with the World Service Office. In this way, potential members may be referred without revealing the name, address, or telephone number of any Al-Anon/Alateen member or individual.
- Receives mail and phone inquiries and forwards them to the appropriate group for response or follow-up.
- In cooperation with Area Group Records Coordinator, updates, publishes, and distributes lists of group meetings for WSO purposes.
- Plans and conducts program-exchange meetings where the groups' Chairpersons or Program Chairpersons exchange teams of speakers for a scheduled period.
- Serves as an avenue for local Public Outreach [Public Information (PI), Cooperating with the Professional Community (CPC), and Institutions] work, which is channeled through the districts whenever possible.
- May maintain a stock of Conference Approved Literature (CAL), and may register with the WSO as a Literature Distribution Center (LDC) for CAL.*
- Holds periodic meetings attended by all the Information Service Representatives where activity reports, including a financial update, are made and matters regarding the groups are discussed. Individual group problems are discussed in light of the Twelve Traditions, remembering to offer experience as opposed to advice.
- Prints and distributes its own newsletter of local Al-Anon/Alateen activities for the groups that support it.

Any local Al-Anon or Alateen group may agree to support an Information Service, but joining is purely voluntary. The Information Service is supported by the groups it serves within its geographical boundaries; it should not seek or accept support outside that area. Contributions are voluntary and are

not a condition of membership. Guidelines for setting up *Al-Anon Information Services* (G-4) and *Literature Distribution Centers* (G-18) are available on the Al-Anon/Alateen Members' Web site or from the WSO. Al-Anon/Alateen Service Manual

These are the positions specifically set up to serve Al-Anon in Suffolk:

Al-Anon Suffolk Information Service
P.O. Box 490, Farmingville NY 11738
(631) 669-2827 / www.al-anon-suffolk-ny.org

GUIDELINES

The Al-Anon Suffolk Information Service (A.S.I.S.) is a cooperative service arm encompassing the districts of Suffolk County (District 1 & 34, 2, 3, 4 and 5). The Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Service of the Al-Anon/Alateen Family Groups shall guide the activities of the Information Service.

EXECUTIVE COMMITTEE:

The Executive Committee is comprised of the Alternate District Representatives from each district, the five (5) officers, the individual committee chairpeople, liaisons, and any adhoc committee heads.

The descriptions of these positions follow:

Alternate District Representative:

Is elected from their district to represent their district at the Information Service Level.

Chairperson:

Presides at Executive Board Committee Meetings, A.S.I.S. quarterly meetings, keeps in touch with all the officers, committee coordinators, liaisons, and any adhoc committee heads. It is the Chairperson's responsibility to maintain an updated list of all vacant or filled positions on the A.S.I.S. Executive Board and bring the Guidelines to the attention of the Executive Committee when necessary.

Vice Chairperson:

Substitutes in the absence of the Chairperson, is responsible to form and Chair the Annual Choices Workshop Committee, including being responsible for Workshop Funds.

Treasurer:

Keeps records of all group contributions, deposits these contributions in the A.S.I.S. checking account, balances monthly bank statements, and writes checks in payment of bills. Upon taking office the Treasurer is responsible for securing an A.S.I.S. Co-signer (all check have 2-signatures) for the checking account and gives monthly, quarterly and annual report of expenses, contributions and disbursements. It is the job of the Treasurer to keep the Information Service on a sound fiscal basis.

Corresponding Secretary:

Keeps a current list of group mailing addresses. Also keeps a current "Confidential" list of all A.S.I.S. Executive Board Members (Names, Address, Phone Numbers and E-Mail addresses). The Corresponding Secretary is to see that each Board member receives an updated "Confidential" list as needed and also writes welcome letters to new groups.

- Also a list of first names and telephone numbers of Executive Committee members to give to the Alternate Group Representatives (vote on!)

Recording Secretary:

Records minutes of monthly executive board meetings and distributes them at the following executive board meeting and records quarterly meeting minutes distributing them at the following quarterly meeting. If unable to attend any meeting the secretary is responsible for securing a substitute to write minutes.

Al-Anews Coordinator

Will develop, prepare and distribute the Al-Anews newsletter to be sent out to groups the month before the quarterly meetings. The information will come from the Districts, Board Members and local groups as a means to exchange news of local groups and District activities.

Alateen Coordinator

Shall be responsible for holding sponsor meetings for the purpose of exchanging ideas, discussing group problems, starting new groups, sharing experiences of sponsorship, and coordinating special Alateen activities. The coordinator keeps up-to-date listing of Alateen groups and Sponsors, sharing such information with the Assembly Area Alateen Coordinator, encourages sponsorship whenever possible with the goal to have two (2) sponsors at each meeting and facilitates necessary paperwork to register new Alateen Sponsors and passes the form (s) on to the Assembly Area Alateen Coordinator.

Telephone Service Coordinator

Is responsible for monitoring and maintaining the answering service, assuring phone messages are returned and volunteers receive written guidelines for answering the phones. The coordinator keeps an up-to-date list of answering service volunteers and updates twice a year the list of contacts that are available for special assistance to help the answering service volunteers.

Institutions Coordinator:

Will keep in touch with hospitals, rehabilitation centers and correctional facilities in order to establish meetings and bring the presence of Al-Anon to the families at these facilities. The coordinator arranges for Al-Anon speakers for these institutions and also facilitates meetings of two types: (1) Speaker/Beginner Meetings, (2) Regular Closed Al-Anon Meetings.

Meeting List Coordinator:

Keeps an up-to-date listing of the Al-Anon and Alateen Groups and is responsible for printing the meeting list for distribution at quarterly meetings. The coordinator passes on new information to the Website Coordinator and Al-Anews Coordinator.

Open Meeting Coordinator:

Shall encourage existing meetings to “open” their meeting to the public one or more times a year, and also to establish an on going open meeting at a single location. The purpose of the open meeting is to acquaint people who don’t qualify or do not attend regular closed meetings with the workings of the Al-Anon Program.

Post Office Box Coordinator

Will pick up mail at the Post Office Box frequently and forward it to the proper officer, committee or coordinator. The coordinator reminds the Treasurer to pay the Post Office Box fee when due and keeps a supply of stamps and envelopes to mail one meeting list when requested from the Post Office Box or Telephone Service Coordinator.

Public Information Coordinator

Shall be the liaison between the Information Service and all community functions/activities. The coordinator compiles a list of members who volunteer to bring the presence of Al-Anon at these functions (i.e.: health fairs, wellness days, employee assistance programs, etc.). The coordinator orders literature and maintains supplies for such events.

Speakers Committee Coordinator

Is a contact between A.S.I.S., schools and agencies requesting speakers and those members volunteering to speak. The coordinator is responsible to develop a roster of Al-Anon and Alateen members available, capable, and willing to speak to outside groups, schools and agencies and is the liaison between A.S.I.S. and those groups requesting Al-Anon speakers.

Speakers Exchange Coordinator

Is responsible for holding two meetings a year for the purpose of Al-Anon and Alateen groups exchanging speakers with each others groups for a six month period. The designated dates for the speakers exchange meetings are the 3rd Wednesday in May and November.

SPECIAL COMMITTEES

Nominating Committee shall consist of a member from each district, who is an Alternate Group Representative, or Group Representative, 2 of whom shall be members of the present Executive Committee. The nominating committee shall be appointed at the April quarterly meeting and follow the guidelines in the fact file.

* Nominating Committee formed at the April Quarterly, should nominate the new Boards at the July Quarterly, to be voted on at the October Quarterly, so they may take office at the January quarterly. *

VOTE

Liaison to AA Share-A-Thon

Is a link between the Suffolk Intergroup Association of A.A. (S.I.A.) and the Al-Anon Suffolk Information Service. The liaison is responsible for attending the Share-A-Thon committee meetings. The liaison coordinates the Al-Anon and Alateen participation (program, speakers, volunteers, etc.) with the Share-A-Thon committee.

Liaison to Nassau / AL-Anon Information Service of Nassau (A.L.I.S.O.N.)

Shall attend Nassau County quarterly meetings for the purpose of keeping the groups informed about pertinent Suffolk County information and events and brings current Suffolk County meeting lists for distribution.

ALL COMMITTEES

1. Committees shall try to have one member from each District.
2. Committees shall meet when and where they wish, minutes shall be kept and reports shall be brought (or sent) to the next Board Meeting by the Chairperson or a member of the committee.
3. Each Committee shall keep a fact file of all information to pass on to their successor.

4. In the event an Officer or a Committee Coordinator vacates his office, a replacement will be appointed by the Executive Board and elected by the Alternate Group Representatives at the following quarterly meeting. In the event that any Officer or Committee Coordinator is unable for any reason to fulfill his/her duties, the Chairperson must be notified promptly.
5. Following the election in October, the newly elected Officers and Committee Coordinators are expected to work closely with those they will be succeeding. This will insure a smooth transition of duties when the new terms of office begin in January. This includes attendance at the November and December Board Meetings prior to them taking office.

EXECUTIVE COMMITTEE (OFFICERS AND COMMITTEE CHAIRPERSONS)

1. The Information Service work is done on a VOLUNTARY BASIS. We have NO PAID EMPLOYEES.
2. Members of the Executive Committee shall be elected for one year, may be renewed two times, with a maximum of 3 years in one position and may not serve more than 5 consecutive years.
3. The newly elected members of the Executive Committee, in order to reach a better understanding of their job, must work with the outgoing Chairperson and attend the November and December Executive Committee meetings, and then assume full responsibility at the January Quarterly Meeting. Guidelines and fact files are to be studied prior to the January Quarterly Meeting.
4. The Executive Committee shall meet once a month (with the exception of August) to keep up with developments and make decisions. The meetings shall be at 8:00PM on the third Wednesday of every month. Members will be notified of any change of date or time. Interested Al-Anon, Alateen or Post Alateen members are welcome to attend and observe.
5. It is the responsibility of each coordinator and officer to attend the Executive Committee meeting every month and the quarterly meetings in January, April, July and October. In case of extenuating circumstances the Chairperson must be notified and when possible faxed or emailed a report.
6. A committee coordinator or officer who has missed two consecutive meetings, without submitting a report shall be deemed to have vacated the office, unless reinstated by the Executive Committee.

MEETINGS

Executive Board

Monthly Held on the 3rd Wednesday of each month (except in January, April, July and October when it is held just prior to the quarterly meeting). There is no August Monthly Meeting. It is attended by the Officers of A.S.I.S., all committee coordinators, and the Alternate District Representatives (ADR's). If a District does not have an ADR, the District Representative (DR) should attend. At this meeting the District reports are read. Any interested Al-Anon or Alateen member is invited to attend without vote. Each Officer, ADR and Committee Coordinator has one vote. A majority will carry.

Quarterly Held on the 3rd Wednesday of January, April, July and October.

All members of the A.S.I.S. Executive Board give their reports. This meeting is attended by the Alternate Group Representative (AGR) or their representative. One vote per group. Majority will carry. Interested members are welcome. Suffolk meeting lists are distributed at the end of these meetings.

Election The quarterly meeting held on the 3rd Wednesday of October shall be the Election Meeting.

Simple majority is needed to elect. Those elected at the October quarterly meeting will take office at the January quarterly.

ALTERNATE GROUP REPRESENTATIVE

The Alternate Group Representative (AGR) is the primary link and liaison between that group and the A.S.I.S. He/She is elected in his/her group and is responsible for bringing information from the quarterly meeting to that group. The AGR is given a copy of the A.S.I.S. Guidelines. If the AGR cannot attend a quarterly meeting it is his/her responsibility to secure a replacement from his/her group. The AGR or a replacement is responsible for picking up the groups meeting lists at the quarterly meetings. **** VOTE****
The AGR is elected for a period of three years.

ALTERNATE DISTRICT REPRESENTATIVE

The ADR is elected by the AGR's of the groups within that District. ****VOTE**** The ADR is elected for a period of three years.

AMENDMENTS

Amendments to the A.S.I.S. Guidelines may be recommended by the A.S.I.S. Board. Notice of proposed amendments will be sent to all AGR's for discussion at two consecutive quarterly meetings. Voting will take place after the discussion at the second quarterly meeting.
One vote per group. Simple majority to carry.

Adopted 10/75
Amended 01/76, 04/76, 04/77, 04/78, 01/85
Revised 01/80
Updated 09/20/06