

**Al-Anon Information Service of Nassau County Guidelines
(Revised 09OCTOBER2012)**

INTRODUCTION

The Al-Anon Information Service of Nassau (ALISON) is a local 12 step service established by the Al-Anon groups in Nassau County, NY. Its function is to provide a network of communication, pursuing 12 step service, working through the Districts. The activities of ALISON are guided by the 12 steps and the 12 traditions of Al-Anon. ALISON is supported financially by the groups within the currently established 5 Districts of Nassau County. Contributions from the groups are voluntary and not a condition of membership.

ALTERNATE GROUP REPRESENTATIVE

The AGR (Alternate Group Representative) is the primary link in our chain of communication with the groups. The AGR is elected in his or her group and serves as liaison between that group and ALISON. Each AGR is trusted with the responsibility to bring information from the Quarterly Meetings back to their group. A copy of the ALISON Guidelines shall be given to the AGR. If the AGR cannot attend a Quarterly Meeting, it is his or her responsibility to secure a replacement from their group. The AGR or a replacement is responsible for picking up the groups meeting lists at the Quarterly Meetings.

ALTERNATE DISTRICT REPRESENTATIVE

The ADR (Alternate District Representative) is elected from and by the AGRs of the groups within each District.

QUARTERLY MEETINGS

These meetings are held on the second Tuesday of January, April, July and October. Each is attended by the ALISON Board Members and the AGRs or their replacement; however, all interested members are welcome. Reports of all functions of ALISON will be presented. Each Officer, Committee Coordinator and AGR has one vote, insuring that each represented group has one vote per issue. A simple majority will carry. Meeting lists will be distributed at the end of the Quarterly Meetings.

MONTHLY MEETINGS

Board Meetings are held on the first Tuesday of each month, except in January, April, July and October, when it is held on the second Tuesday, just prior to the Quarterly Meeting. These meetings are attended by the Officers and Coordinators of ALISON and the Alternate District Representatives. 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 a vote. Each Officer, Committee Coordinator and ADR has one vote. A simple majority will carry.

ELECTION MEETINGS / TERM LIMITS / ROTATION OF LEADERSHIP

Elections are held on the second Tuesday of October at the October Quarterly meeting for all Board positions. Positions are for 1 year terms, which begin the following January. A simple majority is needed to elect. Board members may seek reelection to a maximum of 3 consecutive years in any one position and 6 consecutive years on the Board. A former Board member may seek any open position, as long as that former Board member has not served on the Board for at least 1 year.

It is suggested that any Al-Anon member standing for a position have at least 2 years active participation in the program and have an understanding of the 12 Steps, 12 Traditions and 12 Concepts of Service. In addition, to conform to the current 2006-2009 Al-Anon Service Manual (ref. pgs. 79 & 133), it is suggested that only current or past AGRs (Alternate Group Representatives) or GRs (Group Representatives) are eligible to sit on the ALISON Board.

Outgoing board members are encouraged to find possible replacements for their positions and mentor, as service sponsors, newly elected Board members. If need be, nominations may be proposed at the subsequent Quarterly meetings until all positions are filled. The newly elected Officers and Committee Coordinators are expected to work closely with those they will be succeeding, including attendance at the November and December Board

Meetings. This will insure a smooth transition of duties when the new terms of office start. In the event that any Officer or Committee Coordinator is unable, for any reason, to fulfill his or her duties, the Chairperson or Vice-Chairperson must be notified promptly.

OFFICERS

The Officers will be elected from among the ADRs (Alternate District Representatives) when possible. The Officers consist of the Chairperson, Vice-Chairperson, Treasurer, Recording Secretary, Corresponding Secretary, and Liaison Members. They are expected to attend the Monthly and Quarterly Meetings of ALISON, as well as respond to any P.O. Box, email and telephone requests. An Officer who has missed 2 consecutive Monthly Meetings without notifying the Chairperson or Vice-Chairperson and/or fails to render a report shall be deemed to have vacated the Office. In the event an Officer vacates their Office, an interim replacement may be appointed by the Board and elected by the AGRs at the following Quarterly Meeting. Each Officer shall keep a fact file of all information to pass on to their successors.

CHAIRPERSON

1. Chairs the Monthly and Quarterly Meetings and sets agenda.
2. Encourages and assists with the Committees' functions.
3. Is aware of the World Service Guidelines and applies them when applicable.
4. May sign ALISON checks in the absence of the Treasurer.

VICE-CHAIRPERSON

1. Chairs meetings in the absence of the Chairperson.
2. Is the Workshop Committee Chairperson.
3. May sign ALISON checks in the absence of the Treasurer.
4. Verifies monthly bank statements and Treasurer Reports with the Treasurer.

TREASURER

1. Manages the funds.
2. Collects and records contributions from the groups.
3. Keeps accounting records and pays bills.
4. Verifies monthly bank statements and Treasurer Reports with the Vice-Chairperson or the Recording Secretary, in the absence of the Vice-Chairperson.
5. Delivers monthly report at Monthly Board Meetings.
6. Delivers quarterly report at Quarterly Meetings.
7. Passes the basket at Quarterly Meetings.
8. Updates signatures of Treasurer, Chairperson and Vice-Chairperson on signature cards with the bank when necessary.
9. Distributes donation slips to groups at Quarterly Meetings.

RECORDING SECRETARY

1. Takes minutes at Monthly Board Meetings and is responsible for distributing copies at the next Monthly Board Meeting.
2. Takes minutes at Quarterly Meetings and is responsible for distributing copies at the next Quarterly Meeting.
3. Verifies the monthly bank statement and Treasurers report in the absence of the Vice-Chairperson.

CORRESPONDING SECRETARY

1. Keeps up-to-date files of groups, AGRs and ADRs.
2. Maintains and provides the confidential address, telephone number and e-mail list to Board Members.
3. Takes attendance at Monthly Board and Quarterly Meetings.
4. Notifies Board Members and ADRs of Monthly Board Meetings.
5. Notifies groups by mail, of upcoming Quarterly Meetings approximately 3 weeks in advance of the date.

6. Prepares and carries out the necessary procedures for reproducing a newsletter (AL-ANEWS) and distributes same to the groups with the Quarterly Meeting announcements. The newsletter is meant to contain informative Al-Anon related items.

AREA ASSEMBLY LIAISON MEMBER

1. Attends SNYAA (Southern NY Assembly Area) World Service Committee and Area Assembly Meetings to act as a channel of information between them and ALISON.

SUFFOLK COUNTY INFORMATION SERVICE LIAISON MEMBER

1. Attends Quarterly Suffolk Information Service Meetings and acts as a channel of information between them and ALISON.

NASSAU COUNTY A.A. LIAISON MEMBER

1. Attends Monthly Meetings at A.A. (Alcoholics Anonymous) Intergroup from September through April to plan Al-Anon participation in the A.A. Share-A-Day.
2. Arranges for chair people for the Al-Anon meetings at the A.A. Share-A-Day.

COMMITTEE COORDINATORS

The Committee Coordinators consist of the Meeting List Coordinator, the Speaker Exchange Meeting Coordinator, the CPC/PI/I Coordinator, P.O. Box Coordinator, Telephone Coordinator, Webpage Coordinator, and the Alateen Co-Coordinator (2). They are expected to attend the Monthly and Quarterly Meetings of ALISON, as well as respond to any P.O. Box, e-mail and telephone requests. Any Committee Coordinator, who has missed 2 consecutive Monthly Meetings without notifying the Chairperson or Vice-Chairperson and/or fails to render a report, shall be deemed to have vacated the position. In the event a Coordinator vacates their position, an interim replacement may be appointed by the Board and elected by the AGRs at the following Quarterly Meeting.

MEETING LIST COORDINATOR

1. Keeps an up-to-date listing of the Al-Anon and Alateen groups and recommends reprinting at appropriate times. (January, April, July and October)
2. Will present format for printing to the Monthly Board Meeting and will carry out the necessary procedures for reproduction of the lists.
3. Keeps a record of the meeting list distributions.

SPEAKER EXCHANGE MEETING COORDINATOR

1. Responsible for holding 2 meetings a year, at which Al-Anon and Alateen groups from Nassau County may exchange commitments for speaking dates. Suffolk County Groups may also be invited to participate. These meetings will be held the first Wednesday of June and December.
2. Responsible for notifying each group, as well as the Suffolk County Al-Anon Information Service, of upcoming meeting at least 3 weeks in advance of the date.
3. Prepares a flyer for the AL-ANEWS, Suffolk Information Service and websites as needed.

CPC/PI/I COORDINATOR

(Cooperating with the Professional Community/ Public Information/Introductory Meetings)

1. Channels opportunities to spread the word of Al-Anon/Alateen through the respective District Representative or Alternate District Representative and will assist Districts in publicizing special events when requested.
2. Keeps a record of PI projects and procures literature and meeting lists when needed for specific events.
3. Arranges for Al-Anon/Alateen speakers for the professional community, as requested, through the respective DRs or ADRs.
4. Arranges for Al-Anon speakers for introductory meetings (Institutions, Correctional facilities, Schools, In-patient facilities, etc.) as requested.

P.O. BOX COORDINATOR

1. Retrieves mail at the Post Office Box frequently, (monthly at a minimum) and forwards it to the proper Officer, Coordinator or Committee.
2. Reminds Treasurer to pay the P.O. Box fee when due (early June).
3. Sends out meeting lists as requests come from the P.O. Box or Telephone Service.
4. Keeps a supply of stamps and envelopes for mailing meeting list requests.

TELEPHONE SERVICE COORDINATOR

1. Maintains and monitors the telephone answering service.
2. Keeps an up-to-date list of groups who answer the phones with contacts for those groups.
3. Encourages each District to have a Telephone Service representative on the Committee.
4. Helps Committee Members with any problems concerning telephone coverage on Group or District levels.
5. Relays any unresolved problems and/or suggestions regarding the Telephone Service to the ALISON Chairperson.

WEBPAGE COORDINATOR

1. Responsible for development and maintenance of ALISON webpage.
2. Insures that updates of meeting lists, contact information, Al-Anon news items and announcements are posted on the webpage as needed.

ALATEEN CO-COORDINATORS (2)

1. Organization of annual A.M.I.A.S.(Al-Anon Members Involved in Alateen Service) Sponsor training..
2. Organization and leadership of A.M.I.A.S. Sponsor meetings held at least annually.
3. Keeps up-to-date Alateen Sponsor records (names, addresses, phone numbers, e-mails) and listing of Alateen groups. Develop a voluntary confidential A.M.I.A.S. listing which may be distributed to the Nassau Alateen Sponsors willing to be included on such a list.
4. Coordination of Nassau County Alateen speakers for groups, organizations, schools, etc. as requested.
5. Coordinates and channels information regarding Nassau Alateen Sponsors and groups to the New York South Assembly Area Alateen representatives as needed.
6. Encourages sponsorship, stability and growth of Alateen groups within Nassau County.

ALL COMMITTEES

1. Committee Coordinators, and Officers who establish committees, shall try to have one member from each District on their committee wherever possible.
2. Sub-committees may be formed to assist the full committee.
3. Committees shall meet when and where they wish.
4. Minutes shall be kept and reports (including the work of the subcommittee) shall be brought or sent to the next Board Meeting by the Committee Chairperson or a member of the Committee.
5. Each Committee shall keep a fact file of all information to pass on to their successors.

SPECIAL AD HOC COMMITTEES

1. Special committees shall have 5 members, consisting of 1 member from each district wherever possible. No more than 2 Al-Anon members from any 1 district may serve on an ad hoc committee.

AMENDMENTS / REVISIONS

Amendments or revisions to the ALISON Guidelines may be recommended by the ALISON Board. Notice of proposed amendments or revisions will be distributed to all AGRs for discussion at 2 consecutive Quarterly Meetings. Voting will take place after the discussion at the second Quarterly Meeting. Each group shall have one vote. A simple majority will carry.