

# **Al-Anon Information Service of Nassau County Guidelines**

## **January 2023**

### **INTRODUCTION**

The Al-Anon Information Service of Nassau (ALISON) is a local service established and maintained by the Al-Anon and Alateen Groups and the related Districts within Nassau County. ALISON exists to aid the Groups and Districts it serves in the common purpose of carrying the Al-Anon message to the suffering families and friends of alcoholics. The activities of ALISON are guided by the Twelve Steps, Traditions, Concepts of Service, and the General Warranties of the Conference of Al-Anon.

All Groups within Nassau County are encouraged to be active members of ALISON, either as Board members, Alternate District Representatives, or Alternate Group Representatives. As established in the Al-Anon/Alateen Service Manual, members who are also members of Alcoholics Anonymous may not serve in these positions as their service affects other Groups, Al-Anon or AA as a whole. These members are encouraged to give service within the Groups they attend.

ALISON is supported financially by voluntary contributions from Groups within Nassau County.

These guidelines may be amended or revised at the recommendation of the ALISON Board. Notice of proposed amendments or revisions shall be distributed to all AGRs for discussion at two consecutive Quarterly Meetings. Voting on the proposals shall take place after the discussion at the second Quarterly Meeting. Each group shall have one vote cast by its AGRs or the designated replacement for the AGR.

### **BOARD MEETINGS**

Monthly: The ALISON Board meets on the second Thursday of each month. These meetings are attended by the Officers and Committee Coordinators of ALISON, and may be attended by the Alternate District Representatives (ADR). If the District does not have an ADR, the District Representative (DR) may attend. In addition, any interested Al-Anon or Alateen members are invited to attend as observers. Participation in voting is limited to members of the Board and representatives of the Districts that may be in attendance.

The purpose of these monthly meetings is to discuss the services in which the various standing committees are engaged, and to hear requests or proposals for new support services from the District Representatives. In addition, the Officers of the Board may provide updates related to their service positions. Discussions regarding Board actions are formalized with a member stating a proposal, supported by a second from another member, followed by a vote of the Board members, and where in attendance the ADRs.

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Quarterly: The ALISON Board meets with the AGRs, or their designated replacement, from Groups that are active members of ALISON on the second Thursday of January, April, July and October. This meeting follows immediately after the Board meeting on these dates. In addition, any interested Al-Anon or Alateen members are invited to attend as observers.

The purpose of these quarterly meetings is to exchange information between the Board and the Groups they serve. Members of the Board provide updates on operational matters, progress reports on the information and outreach activities in which they are engaged and to present proposals to the AGRs regarding new goals or activities in which the Board wishes to engage. The AGRs are encouraged to ask questions of the Board, present proposals for new support services and inform the Board of the needs of Groups. The Board may seek the approval of the Groups in attendance by submitting proposals or other matters for discussion and vote. Such votes are limited to the AGRs, thus assuring each represented Group has one vote per issue.

An important part of both the Monthly and Quarterly meetings is the guidance expressed in Concepts 1, 3, 4, 5, and 10 along with the General Warranties 3, 4, and 5.

### **GROUP & DISTRICT REPRESENTATION AT MEETINGS**

Alternate Group Representative: The AGR is the primary link in the chain of communication between the Groups and the ALISON Board. The AGR is the liaison between their Group and ALISON; as such they serve as an Information Service Representative (ISR). Each AGR is trusted with the responsibility to bring information from the Quarterly Meetings back to their Group. In turn, they also bring information about changes in their meeting, such as the time or location, and support services ALISON can provide their Group.

A copy of the current ALISON Guidelines shall be given to each AGR. If an AGR cannot attend a Quarterly Meeting, it is their responsibility to secure a replacement from their Group. If no one is available, the AGR should email the Board Chairperson in advance of the meetings.

Alternate District Representative: Each Al-Anon Group is assigned to a geographic District within Nassau County and represented by a Group Representative (GR) at District Meetings. A District Representative (DR) and an Alternate District Representative (ADR) are elected from the GRs. The DR represents the District at the New York South Area (NYS) Assembly and the ADR may represent the District at ALISON Board meetings and vote on Board proposals.

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### **MEMBERSHIP ON THE BOARD**

**Membership:** Service on the ALISON Board is available to any member of an active Al-Anon or Alateen Group in Nassau County. It is suggested that anyone standing for a position on the Board have at least 2-years of active participation in the program and have a good understanding of the 12-Steps, 12-Traditions, and 12-Concepts of Service. In addition, it is suggested that only current or past AGRs or GRs are eligible to sit on the ALISON Board.

**Selection:** Membership on the ALISON Board may be established by elections that are held at the October Quarterly Meeting. Candidates for an Officer or Committee Coordinator position are introduced with a brief statement of qualifications to the AGRs, who subsequently vote on each individually. A simple majority is required for a candidate to be selected. If there should not be a candidate for a particular Board position at the October Quarterly Meeting, or if less than half of the active Groups are represented the Board may appoint individuals to the open positions on the Board no later than the December Monthly Meeting. These appointments should be confirmed by vote of the AGRs at the January Quarterly Board meeting. If need be, nominations may be proposed at the subsequent Quarterly Meetings until all positions are filled.

**Term:** Service on the ALISON Board is limited to one-year terms that commence in January. Board members may seek reelection for two additional terms, for a total of three-years of service in the same service position. Board members may seek election in other service positions at the end of any term, but may not serve on the Board for more than six consecutive years.

A former Board member may seek election to any open position on the Board provided they have not been an active Board member for a minimum of one-year.

**End of Term:** Outgoing Board members are encouraged to identify possible replacements for their positions and to mentor the newly elected Board members as service sponsors. Newly elected Board members are expected to work closely with those they will be succeeding by attending the November and December Board Meetings and maintaining regular contact until they assume their duties in January. The outgoing Board member should pass on their fact file to their successor.

In the event an Officer or Committee Coordinator is for any reason unable to fulfill his or her duties, the Chairperson or Vice Chairperson must be notified promptly.

### **COMPOSITION OF THE BOARD**

The Board is composed of two general groups – Officers and Committee Coordinators. In broad terms, the Officers are primarily focused on matters that enable ALISON to operate, while the Committee Coordinators support specific services that ALISON

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provides to the Groups. Important guidance for everyone serving as Board members is found in Traditions 1, 2, 9, 11, and 12, and Concepts 1, 3, 4, 5, 9, and 10.

Attendance and participation at both Monthly and Quarterly meetings are an essential part of Board membership. If a Board member is unable to attend a meeting, notification should be presented to the Chairperson or Vice-Chairperson along with any required report in advance. If two consecutive meetings are missed without such advanced notice the member shall be deemed as having vacated their position on the Board. In the event a Board member vacates their position, an interim replacement may be appointed by the Board. Such appointment shall be approved by vote of the AGRs at the next Quarterly Meeting.

Each Officer and Committee Coordinator shall maintain a fact file of key procedures and events that occur during their term of service. This file is to be passed on to their successor, or in the event the position on the Board is vacated, to the Chairperson.

### **BOARD OFFICERS**

#### **CHAIRPERSON**

1. Chairs the Monthly and Quarterly Meetings, and sets agenda.
2. Encourages and assists with Committee 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 Recording Secretary, in the absence of the Vice-Chairperson.
5. Delivers monthly reports at Monthly Board Meetings.
6. Delivers quarterly reports 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.

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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 Board Meetings and is responsible for distributing copies at the next Quarterly Board 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 addresses, telephone numbers and email addresses of all Board Members.
3. Takes attendance at Monthly and Quarterly Meetings.
4. Notifies Board Members and ADRs of Monthly Board Meetings.
5. Notifies Groups 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 the same to the groups with the Quarterly Meetings announcements. The newsletter is meant to contain informative Al-Anon related items.

### **AREA ASSEMBLY LIAISON MEMBER**

1. Attends the NYSA Assembly and is the channel of information between ALISON and the Area Assembly.

### **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 Alcoholics Anonymous (A.A.) Intergroup meetings 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**

### **ALATEEN CO-COORDINATORS**

1. Organization of annual Al-Anon Members Involved in Alateen Service (AMIAS) Sponsor training.

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2. Organizes and leads an AMIAS. Sponsor meeting that is held at least once per year.
3. Keeps up-to-date contact information for all Alateen Sponsors (names, addresses, phone numbers and email addresses), and a listing of Alateen groups. Develop a voluntary confidential AMIAS 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 NYSA Area Alateen representatives as needed.
6. Encourages sponsorship, stability and growth of Alateen groups within Nassau County.

### **PUBLIC OUTREACH COORDINATOR**

1. Channels opportunities to spread the word of Al-Anon/Alateen through the Districts and assists the Districts in publicizing special events when requested.
2. Keeps a record of Public Information 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, Inpatient facilities, etc.) as requested.

### **MEETING LIST COORDINATOR**

1. Keeps an up-to-date listing of the Al-Anon and Alateen groups and recommends reprinting at appropriate times.
2. Will present format for printing to the Monthly Board Meeting and will carry out the necessary procedures for the reproduction of the lists.
3. Keeps a record of the meeting list distributions.
4. Will email PDF of Meeting List to Webmaster for them to include on the ALISON Website and to save as a backup copy.

### **SPEAKER EXCHANGE MEETING COORDINATOR**

1. Responsible for holding two 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 concurrent with the Monthly meetings in June and December.
2. Responsible for notifying each group, as well as the Suffolk County Al-Anon Information Service of upcoming meetings at least three weeks in advance of the date.
3. Prepares a flyer for the AI-ANEWS, Suffolk Information Service, and websites as needed.

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### **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 who will support the Coordinator on matters related to their District.
4. Helps committee members with any problems concerning telephone coverage.
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 the ALISON webpage.
2. Ensures that updates of meeting lists, contact information, Al-Anon news and announcements are posted on the webpage as needed.

## **SPECIAL COMMITTEES AND OTHER ACTIVITIES**

The ALISON Board may form as needed special ad hoc committees, and temporary work groups that focus on specific issues as they arise.

### **SPECIAL AD HOC COMMITTEES**

1. Special committees shall have five members, consisting of one member from each District wherever possible. No more than two Al-Anon members from any one District may serve on the same ad hoc committee.

### **WORK GROUP**

1. The Board may establish a work group to focus on a specific issue or need that is not part of the routine functions of the standing committees. The objective is to complete its activity and present the result to the ALISON Board.

### **THOUGHT FORCE**

1. This is a temporary unit of people established to brainstorm ideas and develop strategies on a single defined task or activity as identified by the Board. Thought forces are the “thinkers” not the “doers”. As such they create recommendations.

### **TASK FORCE**

1. This is a temporary unit of people established to work on a single defined task or activity. The objective is to complete the work associated with the recommendations of the Thought Force. Task forces are the “doers” that bring tasks to completion.