

## **Mid-Chesapeake Region AIS Chairperson Position**

AIS is a local intergroup established by one or more groups located close enough to one another for easy access and communication. Any local Al-Anon or Alateen group may participate in the information service. It exists to aid groups in the common purpose of carrying the Al-Anon message to friends and families of alcoholics. Mid-Chesapeake AIS does a lot to provide services to the groups it serves.

This service job is an opportunity to coordinate the various aspects of community recovery themed events with member volunteers to do our Step 12 work. The term has historically been for 3 years. General duties in the past have included, but are not limited to:

- ✓ Receives inquiries and directs them to the appropriate group. A list of group contacts, with phone numbers and email addresses is kept up-to-date for this purpose.
- ✓ Publishes a local meeting directory.
- ✓ Maintains a phone service to answer questions about the program and meeting information.
- ✓ Channels local Alateen and Public Outreach inquiries to local AIS or district committees.
- ✓ Holds periodic meetings attended by group representatives. Coordinates agenda and meeting space(although the past several years we have met quarterly via Zoom). Works closely with the Treasurer and Secretary to make sure minutes, agenda and financials are prepared and made available prior to meetings. Reports are made and discussions are held on matters relating to AIS or the groups. Other topics may include fundraising and outreach projects.
- ✓ Maintains an AIS website.
- ✓ Attends Area world Service committee (AWSC) meetings and Area Assemblies if possible. Prepares a report for the AWSC.