

The following information **DOES NOT** replace, substitute, amend, append or in any way supersede the *By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.* This information is merely intended to provide you with a knowledge of the daily activities/responsibilities involved with service in this particular position.

INFORMATION REGARDING AI-ALON INFORMATION SERVICE LIAISON (AISL) - (former WORLD SERVICE LIAISON)

According to the Alateen/Al-Anon Service Manual:

The Al-Anon Information Service Liaison (AISL) attends the Area World Service Committee and Assembly meetings as a representative of the San Diego Intergroup to Southern California World Service (SCWS) Area.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. Attend SCWS Committee and Assembly meetings as the representative of the San Diego AIS Board: 4 days per year
 - a. Create and submit “San Diego AIS Report” to SCWS Program Information Service Rep to be included in SCWS Committee Bulletin
 - b. Create a written “SCWS Report” after attending SCWS Assembly and Committee meetings to share what you learned with San Diego AIS.
 - c. Submit “SCWS Report” to Historian & Nomination Chair, Board members and Districts Representative via email.
 - d. Give verbal report on SCWS updates to Board and ISR meeting
 - e. Retain SCWS and San Diego AIS Reports in Google Drive for future AISL reference
2. Attend Board meetings on the 2nd Saturday of each month: 1-1.5 hours.
3. Attend ISR meetings on the 2nd Saturday (each odd month): 1-1.5 hours.
4. Check Chair Gmail account (sdprogramworldservice@gmail.com) 3-4 times per week. Respond accordingly: 10-20 minutes.
5. Provide support to all Board members as requested/needed.
6. Early January, submit an annual written summary of previous year’s activities to the Historian & Nomination Chair: 1 hour/year.

EQUIPMENT / TECHNOLOGY NEEDED

- Access to a computer with Internet connection, email (Gmail account), and Microsoft office software is helpful as most communications between Board members is done via email (through AIS San Diego Office account).
- Email address for this position: sdprogramworldservice@gmail.com. Password will be provided at the time of induction.

TRAVEL

- 4 days of travel to attend the following SCWS Committee and Assembly meetings in Glendale, CA (unless organized online):
 - February Committee (9am-4pm in Glendale, CA)
 - May Assembly (9am-4pm in Glendale, CA)
 - August Committee (9am-4pm in Glendale, CA)
 - November Assembly (9am-4pm in Glendale, CA)
- To/From home to Board/ISR meeting location in San Diego County unless organized online.

AL-ANON REFERENCES

- By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.
- Al-Anon/Alateen Service Manual.
- SCWS meeting schedule, <http://www.scws-al-anon.org/calendar.php>

PREPARATION

- Meet with past AISL to discuss duties and go over questions.
- Familiarize yourself with the AFG SD Office Bylaws and Al-Anon/Alateen Service Manual.
- Register with WSO to receive the “In The Loop” newsletter.
- Register with SCWS to receive the “Bulletin” newsletter.
- Humbly ask for help from Office Manager, or other Service Board members.