

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 CHAIRPERSON

According to the Alateen/Al-Anon Service Manual:

A Chairperson should have leadership and organizational ability, serving rather than dictating. It is essential to be able to plan an agenda and conduct a meeting in an orderly manner. Communication and cooperation with others are key elements of good chairmanship. The Chairperson presides at all meetings of the Service Board, Intergroup and Special Meetings and is responsible for the administration of the Service Board and maintains contact with the committees.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. In January, sign bank signature card relating to Office account(s): 30 minutes.
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. Prepare and e-mail agendas (for Board and ISR meetings) to Office Manager to be forwarded by the latter to all Board and ISR members 10 days prior to meeting: 30 minutes/agenda.
5. Write and submit "A Message from the Board" to be included in the Intercom to the Intercom Chair by the 15th of each month: 30 minutes-1 hour.
6. Check Chair Gmail account (sdprogramchair12@gmail.com) 3-4 times per week. Respond accordingly: 20 minutes-1 hour/week.
7. Year-End (Oct-Nov): Together with Office Chairperson and Treasurer, prepare wage recommendations for salaried employee(s) based on the performance evaluation as outlined in the Office Policies Manual.
8. In the absence of an Office Chairperson, oversee the Office Manager and the day-to-day activities of the office.
9. Weekly phone calls with Office Manager and, as needed, other Board members: 15-45 minutes.
10. Attend and support at least 1-2 District Meetings per year: 1.5-3 hours annually.
11. Provide support to all Board members and District Reps as requested/needed.
12. 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: sdprogramchair12@gmail.com. Password will be provided at the time of induction.

TRAVEL

- To/From home to Board/ISR meeting locations in San Diego County unless organized online.
- Other travel: To/From District meetings unless organized online.
- To/From home to AFG San Diego office: 2-3 per month.

AL-ANON REFERENCES

- By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.
- Al-Anon/Alateen Service Manual.

PREPARATION

- Meet with past Board Chair to discuss duties and go over questions.
- Familiarize yourself with the AFG SD Office By-Laws and the Al-Anon/Alateen Service Manual.
- Humbly ask for help from Office Manager, or other Service Board members.