

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 EX-OFFICIO

According to the Alateen/Al-Anon Service Manual:

The Service Manual does not address the duties of the ex-Officio.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. Assist Chairperson and standing committees with policy questions and questions arising from the previous year's board activities.
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. Send email notices to ISRs when requested to provide information from the board.
 - a. **These emails are sent as a blind copy (bbc) to protect anonymity: 1 hour.**
5. Assist in tallying the votes for the Service Board election at the November meeting.
6. Check Ex-Officio Gmail account (sandiegoafg@gmail.com) 3-4 times per week and respond accordingly: 10-20 minutes.

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: sandiegoafg@gmail.com. Password will be provided at the time of induction.

TRAVEL

- 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.

PREPARATION

- Meet with past Ex-Officio to discuss duties and go over questions.
- Familiarize yourself with the AFG SD Office By-Laws and the Al-Anon/Alateen Service Manual.