

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 HISTORIAN & NOMINATIONS CHAIR

According to the AFG San Diego By-Laws:

The Historian/ Nomination Chair shall collect and preserve all pertinent Al-Anon data and information regarding Al-Anon events and coordinate the nomination process for the incoming board each year.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. Collects and maintains all pertinent historical records of Al-Anon data and information regarding Al-Anon events.
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 (sdprogramhistoriannominations@gmail.com) 3-4 times per week. Respond accordingly.
5. Responsible for New Board Members nomination process (July- August)
 - a. Write & submit communications and nomination forms for ISR and Intercom.
 - b. Present the list of nominees for the Service Board in writing at the September Board meeting for approval.
 - c. Prepare ballots for mailing or emailing 30 days prior to the September meeting to registered ISR.
 - d. Tally the votes at the Annual Intergroup meeting in November unless the Historian & Nominations Chair is also a candidate (see By-Laws for nomination and voting procedures).
6. Provide support to all Board members as requested/needed.
7. Early January, submit an annual written summary of previous year's activities to the Historian & Nomination Chair: 5 hours/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: sdprogramhistoriannominations@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.

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 Historian/Nominations Chairperson to discuss duties and go over questions.
- Familiarize yourself with the AFG SD Office Bylaws and Al-Anon/Alateen Service Manual.
- Humbly ask for help from Office Manager, or other Service Board members.