

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 INSTITUTIONS & PUBLIC OUTREACH LIAISON (IPOL)

According to the Alateen/Al-Anon Service Manual:

Informing the public about Al-Anon is vital to the growth of the fellowship. Good public relations are important to our groups as well as the community at large. This responsibility is discussed in the Manual under Step 12 as well as under responsibilities of Al-Anon Information Service. The AIS serves as an avenue for local public outreach service, which is channeled through the districts whenever possible.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. Attend Board meetings on the 2nd Saturday of each month: 1-1.5 hours
2. Attend ISR meetings on the 2nd Saturday (each odd month): 1-1.5 hours
3. Communicate and meet if possible with the GRs for each District who are responsible for public outreach and institutions in their area.
4. Provide support upon request to public outreach and institutions representatives of each district.
5. If one of the districts cannot respond to an organization's request for Al-Anon participation in an event, then the IPOL will take the responsibility for getting volunteers and arranging Al-Anon participation.
6. Check Chair Gmail account (sdprograminstitutionpublic@gmail.com) 3-4 times per week. Respond accordingly: 10-20 minutes.
7. Make report of IPOL activities at monthly Board meeting. One hour per month
8. Early January, submit an annual written summary of previous year's IPOL 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: (sdprograminstitutionpublic@gmail.com). Password will be provided at the time of induction.

TRAVEL

- To/From home to Board Meetings in Mission Valley.
- Other travel to/from home to public outreach events.

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 IPOL Chairperson to discuss duties and go over questions.
- Familiarize yourself with the AFG SD Office By-Laws and the Al-Anon/Alateen Service Manual.
- Be familiar with the Al-Anon Guidelines provided in the IPOL binder. These include G-9 and G-22.
- Humbly ask for help from Office Manager, or other Service Board members.