

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 INTERCOM CHAIRPERSON

According to the Alateen/Al-Anon Service Manual:

The Intercom Chair is responsible for the editing and publication of the monthly Newsletter (known as the Intercom) based on submissions from: San Diego AFG Office, Board members, District representatives and individual Al-Anon Groups.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. Editing and distributing the monthly Newsletter (Intercom): 6-8 hours/month.
 - a. The Intercom Chair will e-mail the monthly Intercom to all members (as per distribution list received from the Office), the AFG San Diego Office Manager and the Webmaster ideally by the 18th, no later than the 20th of each month.
 - b. Deadline for submissions: 15th of each month (use common sense!). It is highly recommended to acknowledge receipt of each submission via a brief email.
 - c. There are normally 2 monthly Intercom versions: one for all members and the AFG SD Office and one for the AFG SD Office website. All versions must be in an optimized, well readable PDF format.
 - d. The Intercom website version will ensure the anonymity principle (no contact name or contact information of members!) and it will also not contain any flyers.
 - e. The Intercom Chair shall ensure that a copy of each Intercom version is available for archiving purposes by the Historian Chair and for the incoming Intercom Chair.
2. Check Chair Gmail account (sandiegointercom@gmail.com) 3-4 times per week. Respond accordingly: 10-20 minutes.
3. Attending Board meetings on the 2nd Saturday of each month: 1-1.5 hours.
4. Attending ISR meetings on the 2nd Saturday of each odd month: 1-1.5 hours.
5. Occasionally attending a District Meeting: 2 hours every 4-6 months.
6. Providing support to all Board members as requested/needed.

EQUIPMENT / TECHNOLOGY NEEDED

- A computer with Internet connection, an email (Gmail account), Microsoft office (Excel, Word) and Adobe software are essential.
- Most communications between Board and Al-Anon members are done via email (through an AIS San Diego Office account).
- Email address for this position: sandiegointercom@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: Occasionally attend District Meetings.

AL-ANON REFERENCES

- By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.
- Al-Anon Guidelines for Newsletter Editors (ref. G-21).
- Al-Anon/Alateen Service Manual.

PREPARATION

- Meet with past Intercom Chair(s) to discuss duties and go over questions. Use instructions (Cheat sheet) from the previous Intercom Chair and prepare an update for any successor.
- Familiarize yourself with the Bylaws, the Al-Anon/Alateen Service Manual and the Guidelines for Newsletter Editors (ref. G-21).
- Humbly ask for help from Office Manager, or other Service Board members.