

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 OFFICE CHAIRPERSON

According to the AFG San Diego By-Laws:

The Office Chairperson shall be responsible for the function of the Office, in compliance with the policies formulated in the Office Manual, the Twelve Steps, the Twelve Traditions and the Twelve Concepts and current policies of the WSO.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. Liaison between AFG Office and Service Board: 1 hour/month.
2. Arrange for the Office to be properly staffed by the paid employee(s) and volunteers, periodically review hours and when necessary, make recommendations for any change that might be indicated: 30 minutes-1 hour/month.
3. Be responsible for training all first-time volunteers and give them proper instructions in Office procedures as outlined in the Office Manual: 3-4 hours per new volunteer.
4. Attend Board meetings on the 2nd Saturday of each month: 1-1.5 hours.
5. Attend ISR meetings on the 2nd Saturday (each odd month): 1-1.5 hours.
6. Maintain an accurate record of all activities during term of service. This record is to be turned over to the incoming Office Chairperson: 1 hour/year.
7. Check Chair Gmail account (sdprogramofficechair@gmail.com) 3-4 times per week. Respond accordingly: 10-20 minutes/week.
8. Update 2 lists: 12th Step Caller List and Al-Anon Speakers List.
 - a. Call each individual on each list to confirm current contact information and availability. Updated 12th Step Caller list is given to the Answering Service to use after hours.
 - b. Updates are done in February of each year: 2-4 hours/year.
9. Responsible for Office Equipment repair/replacement and for finding and contacting service vendors as needed.
10. Year-End (Oct-Nov): Together with the Board Chairperson and Treasurer, prepare wage recommendations for salaried employee(s) based on the performance evaluation as outlined in the Office Policies Manual. Inclusive of preparation, performance review, meeting with Treasurer and Board Chair to discuss, present to the Board, meet with employee to share results: 2-3 hours/year.
11. Serve in an advisory capacity for one year following the termination of term of office to ensure continuity with the incoming Office Chairperson: 1 hour/year.

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 (Chair Gmail account), 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: sdprogramofficechair@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.
- 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 Office 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 from other Service Board members.