

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 SPANISH LIAISON**

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*According to the Alateen/Al-Anon Service Manual:*

Serve as liaison between the San Diego County Intergroup and Spanish Al-Anon groups in San Diego County and encourage the exchange of information between the two.

### **DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:**

- Attend Spanish meetings.
- Prepare and submit information regarding activities, including social events and finances at the Service Board and Intergroup meetings.
- Invite Spanish groups to select an Information Service Representative (ISR) from their group to attend the Intergroup meetings.
- Attend Board meetings on the 2nd Saturday of each month: 1-1.5 hours.
- Attend ISR meetings on the 2nd Saturday (each odd month): 1-1.5 hours.
- Check Chair Gmail account (sdprogramespanol@gmail.com) 3-4 times per week.  
Respond accordingly: 10-20 minutes.
- Maintain an accurate record of all the activities during term of service; this will be turned over to the incoming Spanish Liaison and a written summary submitted to the Historian.
- Provide support to all Board members as requested/needed: varies
- Attend Spanish Service Board Intergroup meeting in Escondido the third Friday of the month
- Attend Spanish social events

### **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: (sdprogramespanol@gmail.com). Password will be provided at the time of induction.

## **TRAVEL**

- To/From home to Board/ISR meeting local in San Diego County unless organized online.
- Other travel: To/From Spanish Al-Anon meetings.

## **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 Spanish Liaison 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.