

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 VICE-CHAIRPERSON

According to the Alateen/Al-Anon Service Manual:

A Chairperson should have leadership and organizational ability, serving rather than dictating. It is essential to be able to plan an agenda and conduct a meeting in an orderly manner. Communication and cooperation with others are key elements of good chairmanship. The Vice-Chairperson presides at any meetings of the Service Board, Intergroup or Special Meetings in the absence of the Chairperson. The Vice-Chairperson will serve the unexpired term of office of Chairperson if necessary.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. In January, sign at the bank a signature card relating to AFG Office account(s): 30 minutes.
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. Responsible for all Fundraising activities for the Intergroup Office:
 - a. Al/Anon Alateen Birthday Celebration and Fundraiser in May: planning and actual event 8-10 hours during 5-month period.
 - b. Non-Event Fundraiser: 4-6 hours during 3-month period.
 - c. Promote (during Vice Chair Report) the on-going Fundraisers of the “12 Steppers”, Birthday Club and Seventh Tradition at the Information Service Representatives’ (ISR) Meetings.
5. Write a monthly report of activities: 15-30 minutes.
 - a. Send a PDF copy to the Chairman, Secretary, and Office Manager a few days prior to the second Saturday monthly meeting.
 - b. If information is needed for the Intercom, send to Intercom Chair by the 15th of each month.
6. Check Vice-Chair Gmail account (sdprogramvicechair@gmail.com) 3-4 times per week. Respond accordingly: 10-20 minutes/week.
7. Key carrier for the monthly Service Board meeting (if face-to-face): 25-30 minutes/meeting.
 - a. Arrive 15 minutes early to unlock the room and bring the Service Board’s supplies to prepare for hot drinks. Clean up coffee area after the meeting.

- b. Move furniture as needed for the meetings, and make sure the room is returned to its original state after the meeting.
8. Early January, submit an annual written summary of 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: sdprogramvicechair@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.
- Other travel:
 - To site location of Birthday Celebration for planning and during the event.
 - Shopping for supplies as needed for service board meetings, birthday celebration, or Non-Event Fundraiser.

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 Vice-Chair 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.