

Job Descriptions:

These descriptions are “in addition to” or “in conjunction with” descriptions in the service manual. All positions are a three-year term.

District Representatives (DR)

- Chairs and schedules District Meetings
- Schedules Workshops, Book Studies and Fun Days
- Participates at North Florida AWSC and Assemblies
- Serves as the information source for the groups
- Coordinates Assembly workers, GIP's and Love Gifts
- Name is on the District and LDC bank accounts
- Knowledgeable of Area Service Structure Guidelines DR as defined on the afgarea9.org website

Alternate District Representative (Alt DR)

- Forum Representative
- Keeps the key to closet where the paper supplies are kept.
- Keeps current inventory of supplies and let workshop hosts know what is stored
- Work with the Greeter to contact new GRs or visitors after their first District meeting to answer any questions they may have and to provide new GRs with pertinent information
- Divide DR duties in agreement of both members
- Works with and substitutes for the DR when necessary

Secretary

- Attends every meeting or has a substitute attend
- Is responsible for keeping the minutes and the attendance for business meetings
- Itemizes motions at the end of the minutes for easy reference
- Emails the minutes to the panel within two weeks after business meeting and accepts corrections
- Prepares minutes for acceptance at next business meeting
- Submits approved minutes to the Webmaster to be posted on the member website.
- Archives approved minutes for future reference

Treasurer

- Maintains mailing address for group, area and WSO donations and shares this information with members at district meetings
- Checks the district PO Box regularly for donations
- Keeps financial records and brings written report to each business meetings
- Maintains bank account with at least one other active panel member
- Plans and leads budget meeting in late October or Early November to prepare coming year's proposed budget guidelines to be presented at the November district meeting.

Alateen Chairman

- Maintains Area Alateen Certification
- Supports certified and trained Alateen Group Sponsors and AMIAS
- Attends Area Alateen functions paid by District
- Goes to AWSC as GIP once a year for Alateen
- Covers the responsibilities of the Alateen Trainer if that position is vacant

Alateen District Trainer

- Maintains certification in Area
- Trains new and renew current AMIAS
- Keep District Alateen records current with District and Area

Literature Distribution Center Chairman

- Maintains CAL inventory
- Pays rent, maintains budget
- Maintains bank account with at least one other active panel member
- Financial reports and new literature news to business meetings
- Holds literature raffle for each month
- Coordinates and schedules volunteers for LDC sales

Greeter

- Welcome and greet new GR's to business meeting
- Responsible for name tags at business meetings
- Prepare packet of pertinent information for new GRs and provide that information to the Webmaster to be posted on the website
- Work with the Alt DR to contact new GRs or visitors after their first District meeting to answer any questions they may have and to provide new GRs with pertinent information

Al-Anon Information Service Liaison (AISL)

- Participates at North Florida AWSC and Assemblies
- Maintain Greater Jacksonville Information Services PO Box
- Is a member of WSO's Outreach e-community
- Serves as information source for chairmen
- Transmits AIS information from WSO to district
- Leads AIS portion of district meetings
- Knowledgeable of Area Service Structure Guidelines AISL as defined on the afgarea9.org website

Alternate Al-Anon Information Service Liaison (Alt AISL)

- Divide AISL duties in agreement with both members
- Substitutes for the AISL when necessary

AA Liaison

- Coordinate Al-Anon participation with local, state and international AA events
- Send AA events to District 3 newsletter if there is active Al-Anon participation

Archives Chairman

- Keeps a record of past history, adds current history and organizes it using best practices
- Ensures that Archives materials in the storage closet at Penman road are kept neat and orderly
- Creates a display at District Meetings
- Sends archived stories of interest to the Sharings newsletter

Group Records /Where & When Chairman

- Maintains district Current mailing address (CMA)
- Collects Al-Anon Group Records Change Form
- Coordinates records with Area Group Records
- Maintains group information (meeting place, day, time), and GR information
- Updates the Where & When with meeting changes
- Sends updated Where & When to Webmaster to be published on the district website
- Prints the Where & When for District meetings
- Has access to a device with internet access

Newsletter Editor, "Sharings"

- Gathers Al-Anon news for monthly publication
- Sets format, edits and has proof read before printing
- Redact all personal information and email to district webmaster for website
- Bring 100-150 copies to district functions

Outreach to Institutions

- Recruit volunteers to lead Institutions Introductory Meetings
- Share Al-Anon's message of help and hope with institution staff members
- Maintains contact with existing institutions meetings and promote support as necessary

Outreach to Professionals

- Coordinate purchase of Al-Anon Faces Alcoholism annual magazine (AFA) for district and outreach distribution with District Treasurer
- Maintain mailing list of local professionals for yearly mailings (cover letter, AFA and literature)
- Encourage distribution of AFAs
- Support local addiction information projects/conferences

Outreach to Public and Media

- Recruit volunteers for health fairs and distribution of posters
- Contact Newspapers with Al-Anon information.
- Make PSAs available to TV and Radio
- Send thank you notes to any Media that publishes Al-Anon information
- Work with Webmaster to maintain district social media accounts

Spanish Chairman

- Receive information from Area Spanish Coordinator
- Report new information to District
- District contact for Spanish groups

Speaker Keeper

- Maintains current list of names and phone numbers of members willing to share their story
- Bring copies of updated list to District Meetings
- Provides list to Webmaster for district website
- Encourages groups to use speakers

Raffle Chairman

- Prepare 2 baskets for each Assembly
- Chair the raffle at Assembly when assigned to District 3

Telephone Answering Service Chairman

- Liaison with the Professional Answering Service
- Maintains volunteer list/schedule and provides volunteers with group updates and directions to meetings
- Provides training to volunteers
- Requests new volunteers as needed
- Reports number of monthly telephone calls and email requests at business meeting

Web Master

- Constructs and maintains District 3 website according to WSO guidelines
- Maintains site name “jaxafg.org” and district email
- Posts documents received from panel members
- Encourages all panel members to send information for the website
- Has website reviewed for accuracy of content and/or information
- Works with Outreach to Public/media to maintain district social media accounts
- Maintains group email addresses