

"When I got busy, I got better"

Al-Anon Information Service (AIS) exists to aid the groups it serves in the common purpose of carrying the Al-anon message to the families and friends of alcoholics. AIS is a workgroup which serves as an avenue for local Public Outreach cooperating with the Professional Community and Public Institutions. All AIS positions, as well as Alternate Group Reps are open this fall and elections in your group will take place this summer.

The **Baltimore AIS Chairperson** is responsible for directing monthly AIS meetings, organizing and supporting the work of AIS area coordinators and assisting with the preparation of a yearly budget.

The **Baltimore AIS Co-Chairperson** is responsible for officiating in the absence of the Chairperson, providing assistance during meetings and serving an unexpired term of the Chairperson if necessary, maintaining the AIS master calendar as well as Maintaining notes on items that remain open at the end of an AIS meeting.

The **Baltimore AIS Secretary** is responsible for recording minutes of AIS meetings, preparing the bulletin, ensuring that all notices and correspondence is distributed and maintaining attendance and membership lists.

The **Baltimore AIS Treasurer** is responsible for working with the Chairperson to prepare a yearly budget, for managing the finances of the Baltimore AIS, including but not limited to deposits, bills, reconciliation of bank statements, preparation and presentation of financial reports at AIS meetings.

The **Baltimore AIS Answering Service Coordinator** is responsible for maintaining a list of volunteers, keeping volunteer positions filled, compiling quarterly reports of calls received and ensuring that volunteers have current and accurate information about Al-anon meetings in the Baltimore area.

The **Baltimore AIS Public Outreach Coordinator** is responsible for coordinating the dissemination of literature and information about Al-anon in the Baltimore area, including but not limited to placing literature in public places, speaking and providing speakers for community events, mailings and maintaining contact with professionals in the area.

The **Baltimore AIS Health Fair Coordinator** is responsible for working with the Public Outreach Coordinator to promote an Al-anon presence at area health fairs. Duties include scheduling volunteers and ensuring the availability of literature to be distributed.

The **Baltimore AIS Directory Coordinator** is responsible for maintaining the directory of meetings in the Baltimore area. Duties include, but are not limited to maintaining and printing a current list of area meetings, providing updates as needed, printing blue phone cards, and ensuring that directory information is available for the Web Site Coordinator, Answering Service, AIS Secretary, and area groups

The **Baltimore AIS Bulletin Mailing Coordinator** is responsible for printing and mailing bulletins and flyers as well as maintaining a current contact list for recipients.