



Salt River Valley Al-Anon  
Information Service

## Executive Committee Officers and Coordinators Roles and Responsibilities

The officers of SRVAIS collectively comprise the Executive Committee (also known as the SRVAIS Board) and consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, and two (2) Members-at-Large. The Board is supported by multiple Coordinators, each of whom have specific responsibilities as outlined herein. Ideally, the voting officers of the Executive Committee will have at least two (2) years of continuous Al-Anon participation.

These Roles and Responsibilities are updated and revised as the needs of the Board change over time. Such revisions are presented to the Board for approval, and only made with the approval of the SRVAIS Board by a majority vote of eligible voting members.

### AL-ANON AREA AND AA LIAISON

- Attends the Assembly sessions and reports about SRVAIS to the Assembly; Represents SRVAIS' interests at Assembly.
- Attends Area World Service Committee (AWSC) and reports about SRVAIS to the AWSC; Represents SRVAIS' interests to AWSC.
- Regularly attends AA meetings in the SRVAIS service area to facilitate connections between Al-Anon and AA.
- Attends AA Intergroup Meetings and keeps track of AA events with Al-Anon participation; Reports this information to the SRVAIS Board and to the District and Group Representatives.
- Provides flyers for AA events with Al-Anon participation. Such flyers can be distributed manually and also placed on the SRVAIS website.
- Keeps AA Intergroups apprised of Al-Anon events that include AA participation.
- Provides AA Intergroups with Al-Anon meeting lists as provided by SRVAIS.
- The Al-Anon Area and AA Liaison is encouraged to attend the monthly SRVAIS Board meetings and bi-monthly DR/GR meetings to keep the Board and DR/GRs apprised of relevant information and learn more about SRVAIS operations.
- Needs strong communication skills; the ability to interact easily between members of AA and Al-Anon/Alateen; and basic computer skills (email, Word, Excel, Internet searches, etc.)