

SRVAIS Board Officers and Coordinators Roles and Responsibilities

The voting members of the SRVAIS Board shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, IT Manager, 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. (In keeping with the guidelines of the Al-Anon Service Manual, members of Al-Anon who are also members of AA may not serve as voting members of the SRVAIS Board. However, these members are strongly encouraged to participate in service in a Coordinator position.) As per the SRVAIS Bylaws, each officer position is for a two (2) year term, with an option for one renewal term. Board members cannot exceed four (4) consecutive years as a voting member.

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.

LITERATURE COORDINATOR

- Point of contact for all literature inquiries and purchases.
- Maintains SRVAIS office literature; places orders when needed and keeps shelves stocked.
- Ships out literature to fill orders and comply with special requests.
- Oversees an annual inventory of literature at the calendar year-end and provides a written report of the status or any discrepancies.
- Informs the Board of any important issues that arise and responds to Board requests for information when needed.
- The Literature Coordinator is encouraged to attend the monthly SRVAIS Board meetings and bi-monthly DR/GR meetings to keep the Board and the DRs/GRs apprised of relevant literature information and to learn more about SRVAIS operations.

The Board's current need is for a CO-COORDINATOR for this position.