

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.

PUBLIC OUTREACH COORDINATOR

- Helps SRVAIS spread the word about Al-Anon/Alateen to the general public through the media, professionals, facilities, and organizations about who we are, what we do, and how to get in touch with us. The goal is to attract to our program those whose lives are or have been affected by someone else's drinking, so that those who need our program can find the help and hope we offer. We also strive for name recognition and credibility as a community resource.
- Assembles volunteers and committees for Public Outreach projects. Volunteers do not need prior experience to participate in outreach projects. Valuable experience will come as a natural result of willingness.
- Shares progress and results with the SRVAIS Board and the GRs/DRs at monthly and bi-monthly meetings.
- Has the ability and flexible time to represent Al-Anon at the public level.
- Comfortable making phone contacts.
- Accessible, available, responsive, and flexible.
- Is able to communicate effectively, prepare written reports, and meet deadlines.
- The Outreach 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 Public Outreach information and to learn more about SRVAIS operations.