



Salt River Valley Al-Anon  
Information Service

## 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.

### SECRETARY

- This is a voting position on the SRVAIS Board.
- Attends the monthly SRVAIS Board meetings and the bi-monthly District/Group Representatives (DR/GR) meetings.
- With the guidance of the Board Chairperson, the Secretary prepares the agendas for the monthly SRVAIS Board meetings and the bi-monthly DR/GR meetings. Agendas will be presented to meeting participants at least 72 hours before the meetings.
- Records attendance and takes and distributes the Minutes of the monthly SRVAIS Board meetings and bi-monthly DR/GR meetings. Drafts of the Minutes will be presented for review no later than 72 hours after the meetings.
- Ensures that the Board meetings have a quorum of voting members in attendance in order to proceed with the monthly meetings.
- Maintains a Point of Order and adherence to the Bylaws for the monthly Board meetings.
- Forwards approved Minutes and other documents in PDF format to the Website Coordinator for posting on the SRVAIS website.

## SRVAIS Board Officers and Coordinators Roles and Responsibilities

- Creates and maintains historical documents for the Board.
- Manages (or assigns management for) the DR and GR email distribution list and the SRVAIS contact list.
- Monitors the email inbox to [Board@SRVAIS.org](mailto:Board@SRVAIS.org) and routes messages where appropriate.
- Performs other duties as requested.
- Needs good organizational skills and keen attention to detail.
- Needs a strong comfort level with Word software and creating PDF documents.
- This service position CAN be handled remotely – it is not necessary for the Secretary to live in the metro Phoenix area to effectively fulfill these responsibilities.