



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 Board 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.

### **VOLUNTEER COORDINATOR**

- Point of contact for the SRVAIS volunteers. The Volunteer Coordinator will respond directly to all inquiries about SRVAIS volunteer opportunities, communicating with applicants to answer questions and obtain a completed volunteer application. Will maintain a record within the POS system of all volunteers.
- Trains and supports the office volunteers. Provides SRVAIS recognition for ongoing or completed volunteer service.
- Maintains the volunteer schedule for phone and office reception on weekdays. Works with the After-Hours Call Coordinator for scheduling after-hours and weekend phone coverage.
- Keeps the SRVAIS office running efficiently through collaboration with the Board members responsible for the business operations of SRVAIS.
- Participates in the monthly SRVAIS Board meetings and bi-monthly GR/DR meetings to keep the Board and the DRs/GRs apprised of the status and needs of the office, and to encourage member participation in SRVAIS service work.