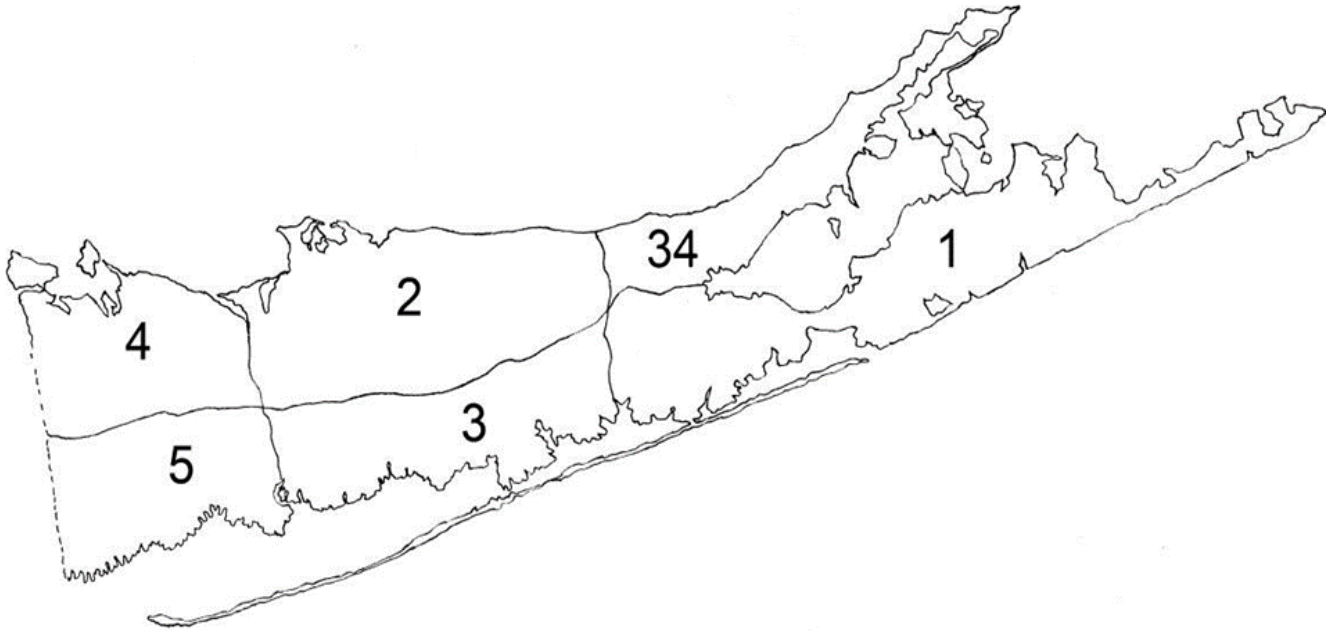


AL-ANON SUFFOLK INFORMATION SERVICE GUIDELINES

July 2023



Suffolk County District Boundaries

- District 1** Towns of Southampton and Easthampton
- District 2** N L.I. Sound
S L.I. Expressway
E Riverhead Town Line/ Center Moriches Road
W Route 111/Landing Ave/Nissequoque River
- District 3** N L.I. Expressway
S Atlantic Ocean
E Brookhaven Town Line
W Connetquot River/Brook
- District 4** N L.I. Sound
S L.I. Expressway
E Route 111/Landing Ave/ Nissequoque River
W Suffolk/Nassau Line
- District 5** N L.I. Expressway
S Great South Bay
E Connetquot River/Brook
W Suffolk/Nassau Line
- District 34** Towns of Southold and Riverhead, & Shelter Island



AL-ANON SUFFOLK INFORMATION SERVICE

P.O. Box 399 Farmingville, NY 11738

Web Site: www.al-anon-suffolk-ny.org

631-669-2827

AL-ANON SUFFOLK INFORMATION SERVICE GUIDELINES

Table of Content

Mission Statement.....	1
ASIS Board General Information	2
Board Composition	2
Board Member Service Commitments.....	2
Board Ad Hoc Nominating Committee	2
Board Member Commitment Review and Removal.....	2
Board Meeting Information	3
Board Correspondence, Publications, and Reports.....	3
Board Budgets and Finances.....	4
ASIS Board Positions and Descriptions	5
BOARD OFFICERS.....	5
Chairperson	5
Vice-Chairperson	6
Corresponding Secretary.....	6
Recording Secretary.....	7
Treasurer	7
BOARD MEMBERS	8
Alternate District Representative (ADR).....	8
Archivist.....	8
BOARD MEMBER COORDINATORS	8
<i>Al-Anews</i> Coordinator.....	8
Alateen Coordinator.....	9
Digital Services Coordinator.....	9
Literature Coordinator	10
Meeting List Coordinator.....	10
Phone Service Coordinator	10
Post Office Coordinator	10
Public And Institutional Speaking Coordinator.....	11
Public Outreach Coordinator	11
Speaker Exchange Coordinator.....	12
Website Coordinator	12
BOARD MEMBER LIAISONS	13
Liaison To AA Of Suffolk County	13
Liaison to ALISON (<i>Al-Anon Information Service of Nassau</i>).....	13
Liaison to NYSAA.....	13
Additional ASIS Ad Hoc Committees.....	14
Al-Anon Service Positions as They Relate to ASIS	14
Information Services Representative (ISR)	14
Workshop Facilitator.....	14
District Representative (DR)	15
Group Representative (GR)	15
Appendix A – Guidelines Amendment Procedure, Previous Motions, and Dates of Formalized Amendments	16
Appendix B – Select Al-Anon/Alateen Terms and Acronyms.....	18

AL-ANON SUFFOLK INFORMATION SERVICE GUIDELINES

Mission Statement

The Al-Anon Suffolk Information Service (ASIS) is a service branch of the Districts of Suffolk County, New York (1,2, 3, 4, 5, and 34). Its function is to gather and provide Al-Anon information and encourage Twelfth-Step Service. The Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Service of the Al-Anon/Alateen Family Groups (AFGs), as adapted from Alcoholics Anonymous (AA), guide us. [*See Al-Anon Guidelines: G-4.*](#)

ASIS is supported financially by these districts. Contributions from all groups are voluntary and not a condition of membership. [*See Al-Anon/Alateen Service Manual 2022-2025, pp. 55, 56, and 67 and See Al-Anon Guidelines: G-4.*](#)

ASIS Board General Information

Board Composition

1. The ASIS Board is comprised of all Alternate District Representatives (ADRs), ASIS officers, individual committee coordinators, and liaisons. If a district does not have an ADR, the District Representative (DR) may attend. [See Al-Anon/Alateen Service Manual 2022-2025, pp. 55, 56, and 67;](#) [Al-Anon Guidelines G-4, and G-37.](#)
2. Board Meeting visitors (non-voting) include:
 - Al-Anon of Nassau County (ALISON) Liaison to ASIS
 - AA Liaison to ASIS
 - Ad Hoc Committee Chairperson
 - Workshop Facilitators
 - Trusted Servants

Board Member Service Commitments

1. All Information Service work is on a voluntary basis. We have no paid employees. *(Adapted from Tradition Eight)*
2. All Al-Anon/Alateen members with a year of membership and whose Home Group is in Suffolk County may serve on the Board.
3. Members of Al-Anon, who are also members of AA, may hold an ASIS Board position with the exception of Liaison to New York South Assembly Area (NYSAA). [See Al-Anon/Alateen Service Manual 2022-2025, p. 87; and New York South Assembly Area 40 Area Guidelines, Version 22.1 \(9/01/22\), Appendix A.6](#)
4. ASIS Board members are elected for one (1) year. They may serve for a three-year (3) commitment in the same position and an additional two (2) years in another position. It is recommended that after serving on the Board for five (5) years, a Board member take a one (1) year hiatus.
5. In the event that an Officer, Liaison, or Committee Coordinator is unable for any reason to fulfill their duties, the Chairperson should be notified promptly. When a position is vacated, a replacement may be appointed by the Board for the rest of the calendar year.
6. For any reason, a Board member cannot attend a scheduled meeting, they should notify the Chairperson.

Board Ad Hoc Nominating Committee

The ASIS Board elections shall be structured as follows:

- Nominating Committee consists of the Vice-Chairperson, a second member of the current ASIS Board, and a member from each district, who is an Information Service Representative (ISR*) or Group Representative (GR).
- Nominating Committee is appointed at the April Quarterly meeting and will follow the Guidelines and the fact file.
- The proposed slate of Board members is announced at the July Quarterly.
- The October Quarterly meeting is the ASIS Board elections. Simple majority will carry. Officers elected at the October Quarterly take office at the January Quarterly.

***ISR: was previously known as AGR (Alternate Group Representative)**

Board Member Commitment Review and Removal

Replacement/Removal of a Board member follows these and the NYSAA Guidelines on the Removal/Replacement of Officers/Coordinators. [See New York South Assembly Area 40 Area Guidelines, Version 22.1 \(9/01/22\), Appendix 1.7](#)

1. A Board member shall have their commitment to serve reviewed as follows:
 - They have missed (2) two meetings *without submitting reports*.
 - They have failed to carry out the responsibilities, as listed in the service position description in these ASIS Guidelines, and their performance is shown to be unacceptable.
2. If any/all of the conditions above exist, the following steps will be taken:
 - Chairperson will contact the Board member under review in an attempt to resolve issue. (If the issue is with the Chairperson, it will be referred to the Vice-Chairperson to attempt to resolve).
 - If there is no resolution, it will be brought to the Board for further review, discussion, and action.
 - If the Board member under review does not fulfill the duties of that office as described or does not attend two consecutive meetings without submitting reports, the Board may make a recommendation to the member AFG ISRs at a Quarterly meeting to remove and replace the Board member, upon a vote equal to the required 2/3 vote.
 - Mediation is optional at all times.

Board Meeting Information

1. The ASIS Board shall meet on the third Wednesday of each month (except August). ASIS meetings will be called to order at 7:00pm.
 - Knowledge Based Decision Making (KBDM) will be format for discussions and decision making.
 - Each Al-Anon and Alateen member has a voice and may both attend and participate at ASIS board meetings.
 - Only Board members are eligible to vote.
 - Each officer, ADR, liaison, and committee coordinator has one vote.
 - A simple majority will carry.
2. Quarterly meetings are held on the third Wednesday of January, April, July, and October at 8:00 pm.
 - This meeting is attended by ISRs or substitutes, Workshop Facilitators, ALISON and AA Liaisons to ASIS, and Al-Anon members.
 - One vote per group by ISR or substitute.
 - A simple majority will carry.

Board Correspondence, Publications, and Reports

1. The ASIS letterhead and/or Al-Anon logo shall be used on all official Board correspondence and publications, including Website / Correspondence / Flyers / *Al-Anews*
2. Approved ASIS Board and Quarterly minutes will be submitted to Website Coordinator for posting after each Board meeting by the Recording Secretary.
3. All officers, liaisons, and coordinators shall submit:
 - Monthly report to the Chairperson and the Recording Secretary 48 hours prior to the scheduled meeting.

- Quarterly highlights for ISRs to the Corresponding and Recording Secretaries 48 hours prior to the scheduled Quarterly Meeting.
 - Annual report to the Recording Secretary at the last meeting of the calendar year;
 - Summary, announcement or news article related to their position to the *Al-Anews* Coordinator for publication. in each edition.
4. District reports are to be read at all Board meetings.
 5. To be fiscally responsible, flyers, agendas, and reports may be distributed electronically. (Download at website, www.al-anon-suffolk-ny.org)

Board Budgets and Finances

1. The ASIS budget is guided by the needs and resources of Suffolk County Al-Anon. The Treasurer manages this process. All Board members shall submit an annualized budget based on their proposed activities for the next fiscal year. This will be submitted to the Treasurer and Recording Secretary by the October ASIS Board meeting. Budget discussions will occur at the November and December meetings. Final versions will be on the agenda for voting at the January Quarterly and for storage in the archives.
2. The ASIS finances will be audited annually and presented to the April Quarterly Meeting by an Ad Hoc Audit Committee, chaired by an Al-Anon member, and two other Al-Anon members/Trusted Servants. The Treasurer is an active participant; does not chair the committee.
3. Procedure for reimbursement of funds within and exceeding an approved budgetary amount, as well as receiving budgeted funds in advance require the completion and submission of the Requisition for Reimbursement (RFR) form to the Board. The RFR is available on the [ASIS website](#) or from the Treasurer directly. When completing the RFR, please check the appropriate line, indicating the type of request:

Expense WITHIN budget ___ **Expense OVER budget** ___ **Request funds in ADVANCE** ___

Reimbursement and advances of funds are as follows:

- Reimbursement for **Expense WITHIN budget** from the Treasury will be given upon presentation of a bill or receipt for goods or services accompanied by the RFR.
- Requests for **Expense OVER budget** (*above board-approved amount*) will be considered upon presentation of the RFR. Consideration of the request requires a written, itemized estimate an explanation of the increased amount, accompanied by a copy of that year's approved budget. Additional monies requested will be at the discretion and approval of the Board.
- Requests for **Funds in ADVANCE** from within the approved budget amount will be considered upon presentation of the RFR. Advance monies requested will be at the discretion and approval of the Board.

Board members are asked to submit their RFR on a timely basis (monthly but not to exceed quarterly). All prior year expenses are to be submitted by first week of January.

ASIS Board Positions and Descriptions

(Twelve Traditions and Concepts of Service 1-5, 9, 10, and General Warranties of the Conference)

The officers are: Chairperson; Vice-Chairperson; Corresponding Secretary; Recording Secretary and Treasurer. Other board members include: Liaison to Al-Anon Information Service of Nassau County (ALISON); Liaison to A.A. in Suffolk County; Liaison to New York South Assembly Area (NYSAA); Alternate District Representatives (ADRs); Archivist; and all Coordinators. ALISON Liaison to ASIS, AA Liaison to ASIS, and Workshop Facilitators are visitors who share information regarding their respective organizations and committees. All visitors have a voice and no vote.

A newly elected member to the Board is encouraged to become familiar with the position by working with the outgoing board member and attending three (3) consecutive board meetings prior to assuming full responsibility of the position. This will ensure a smooth transition of duties when the new terms of office begin in January. Guidelines, reports, and archived materials shall be made available to the newly elected member by the outgoing member. After election, newly elected Board members are encouraged to find a Service Sponsor by the beginning of their terms.
Pamphlet P-88

All Board members will have their own copy of the current service manual in their possession and are encouraged to bring it to Board meetings. Historically, since 2005, ASIS has used its funds to purchase a service manual for each Board member.

BOARD OFFICERS

Chairperson

1. Familiarizes themselves with all Al-Anon Guidelines (WSO, ASIS, and NYSAA), applies them when applicable, and has a copy of the current Service Manual and *ASIS Guidelines* available at all meetings.
2. Provides to each new Board member a “Welcome Packet” that includes: the *Al-Anon/Alateen Service Manual*, WSO published Al-Anon Guidelines appropriate for their position, and the ASIS Guidelines.
3. Chairs both monthly and quarterly meetings, provides an agenda, and makes arrangements for the agenda to be distributed by the Corresponding Secretary. *See Al-Anon/Alateen Service Manual 2022-2025, p.66 and Al-Anon Guidelines G-4.* The meeting Agenda will include the following:
 - Officers, Liaisons, and Committee reports
 - Review of minutes
 - District reports
 - Old and new business
 - Financial update
 - Individual group concerns (if any)
 - Announcements
4. Reviews, reports, distributes, and/or oversees the following:
 - All incoming information which pertains to Suffolk County Al-Anon (meetings, times/changes, locations, workshops, finances, etc.)

- All written reports, especially absent members' and forwards these reports to the Recording Secretary
 - Status of open positions
5. Is an equal signer with the Treasurer on all financial matters (banking, insurance, etc.) in compliance with ASIS's current financial institution.
 6. Updates and maintains all insurance documents as required. Files with the Recording Secretary all required and legal documents (insurance, banking, etc.) and may retain copies as needed.
 7. In the event of emergencies, notifies Website Coordinator and all other Board members of cancellations or other changes. Notifies local media if necessary (newspapers, radio stations, and cable stations).
 8. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Vice-Chairperson

1. Stands in for the Chairperson when needed.
2. Maintains an ongoing conversation with all Suffolk County Districts to inform and improve information servicing.
3. Facilitates the formation of all ad hoc committees (and chairs the Board's Nominating Committee) and encourage participation from all Suffolk County Districts through contact with ISRs/GRs/DRs.
4. Acts as liaison to the Workshop Facilitators for any and all ASIS-sponsored workshops.
5. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Corresponding Secretary

1. Maintains up-to-date contact information of ASIS Board members, Suffolk County Al-Anon Family Groups (AFGs), (ADRs), (DRs), (ISRs), (GRs), or other group Trusted Servants.
2. Distributes the agenda of each Quarterly meeting to all Suffolk County AFGs (for which ASIS has contact information).
3. Requests Board members to submit highlights of their quarterly reports that they especially wish ISRs to share with their AFGs to the Corresponding and Recording Secretaries 48 hours prior to the Quarterly meeting.
4. Distributes the agendas of monthly ASIS Board meetings to all Board members one week prior to each scheduled meeting and advises all Board members of any changes to meeting arrangements.
5. Requests Board members to submit their reports to the Chairperson and Recording Secretary 48 hours prior to the Board meeting.
6. In cooperation with the Recording Secretary, distributes Quarterly Meeting highlights to all Board members, DRs, ISRs, and Suffolk AFGs.
7. Maintain and keeps current the confidential information of Board members (name, address, phone number, e-mail address and position) which is distributed only to the Board.
8. Secures meeting sites and obtains insurance information from Chairperson as required for all ASIS meetings: Board, Quarterly, and Speakers Exchange.
9. Sends welcome letter to new groups after confirmation of registration with local DRs or

Area Group Records.

10. Collaborates with the Suffolk AFGs, through their ISRs, and Area Group Records Coordinator to keep meeting information up to date. [See Al-Anon Guidelines G-36](#)
11. Maintains an up-to-date Suffolk AFG Current Mailing Address (CMA), both postal and email lists.
12. Sends CMAs upon request to Trusted Servants or Al-Anon entities as requested.
13. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Recording Secretary

1. Takes attendance at all ASIS meetings; records the voting membership in attendance; and announces the attendance tally.
2. Records and distributes Board and Quarterly meeting minutes within two (2) weeks after each meeting to ASIS Board members.
3. Notifies Chairperson of two absences without report of Board Members.
4. In cooperation with the Corresponding Secretary, distribute Quarterly meeting highlights to all ISRs and Suffolk AFGs.
5. Forwards the approved minutes to the Website Coordinator for posting on the Website.
6. Maintains all required and legal documents (insurance, banking, etc.) received from the Chairperson.
7. Maintains and makes available records of ASIS's decisions and actions regarding local AFG policies which affect Al-Anon as a whole. This includes a listing of Suffolk AFGs that do not comply with the NYSAA Meeting List Publishing Policy. (*Tradition 4*). Updates Appendix A of these Guidelines to reflect changes in procedures, approved motions, and dates of formalized amendments.
8. When the Recording Secretary is unable to attend a scheduled meeting, they will contact another Board member to take the minutes.
9. Receives Board members' annual reports at the last meeting of the calendar year for recording and distribution at the January Quarterly meeting.
10. Submits all ASIS records to Archivist at the January Quarterly.

Treasurer

1. The Treasurer manages the ASIS budgetary process. [See Al-Anon Guidelines G-41](#)
2. Maintains all current financial/bank records, including an appropriate back-up system, in a manner that ensures financial transparency and anonymity for all members.
3. Apprises ASIS of its fiscal status with up-to-date accounting records:
 - a. Records donations to ASIS
 - b. Records online workshop donations and ticket sales
 - c. Distributes workshop seed money and moneys received from workshop donations and ticket sales
 - d. Deposits all donations into the ASIS account
 - e. Pays all ASIS expenses as approved
 - f. Balances monthly bank statement.
4. Distributes a written report on a monthly and quarterly basis that will include contributions (with group information), expenses and disbursements. A copy of the bank statement is to be included in the treasury report.

5. Distributes annual ASIS Financial Report at the January Quarterly with an explanation of the prior year's expenses, contributions, and distributions.
6. Manages the ASIS Annual Appeal to all Suffolk County AFGs.
7. Is a member of the audit committee (may not be the chairperson) to review the financial records of the prior calendar year. Audit to be done prior to the April Quarterly meeting.
8. Updates bank signature cards as necessary.
9. Is an equal signer with the Chairperson on financial matters (banking, insurance, etc.) in compliance with ASIS's current financial institution.
10. Maintains *bank debit card* for board-approved purchases when necessary and restricts the use of the *bank debit card* to the Treasurer and the Chairperson.
11. Ensures that all issued checks specifically state a payee and that no signed check is left blank or made out to "Cash."
12. Provides seed money to Workshop Facilitators, upon request.
13. Holds extra Post Office Box key.
14. Manages the collections at all in-person Quarterly Meetings, counts and records all cash collections with another Al-Anon member.
15. Submits an annual report to the Recording Secretary at the last meeting of the calendar year to include all archivable documents in both electronic and paper formats whenever possible.

BOARD MEMBERS

Alternate District Representative (ADR) [*See Al-Anon Guidelines G-37, Revised 2021, p. 2*](#)

1. Is the direct link between the District(s) and ASIS.
2. Attends Al-Anon Information Service meetings.
3. Reads District Report at Board meetings and the Quarterly meetings.
4. Communicates District's information service needs.
5. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Archivist [*See Al-Anon Guidelines G-30*](#)

1. Gathers, maintains and stores** all pertinent media (documents, pictures, recordings) regarding Al-Anon in Suffolk County, New York, and provides these materials for viewing at Al-Anon events as requested.
2. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.
3. Receives all ASIS records from Recording Secretary at January Quarterly for Archives.

****Storage arrangements to be determined by the Archivist with Board approval.**

BOARD MEMBER COORDINATORS

Al-Anews Coordinator [*See Al-Anon/Alateen Service Manual 2022-2025, p. 66 and Al-Anon Guidelines G-21*](#)

1. Gathers, writes, and edits a quarterly newsletter of Suffolk County Al-Anon information. This includes anniversaries, workshops, District meetings, public outreach events, service opportunities, and other local Al-Anon information.
2. Distributes newsletter electronically to all Suffolk County AFGs and submits for posting on the Website one (1) month prior to each Quarterly meeting.

3. Ensures that content consists only of information submitted by each Board member and any other Al-Anon member in the NYSAA.
4. Submits the *Al-Anews* to the Website Coordinator for posting on the website.
5. Distributes additional copies of *Al-Anews* to the following: ASIS Archivist, ALISON, NYSAA, WSO, and all Board members.
6. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Alateen Coordinator *See Al-Anon/Alateen Service Manual 2022-2025, pp. 93-95; Al-Anon Guidelines G-16, G-19, G-20, G-24, G-29, G-34, and G-37; and See New York South Assembly Area 40 Area Guidelines, Version 22.1 (9/01/22), Sections 3.1 and 5*

1. Coordinator shall be a certified AMIAS and maintain certification during their term.
2. Maintains a working relationship with the DRs in their service of maintaining relationships with the Alateen AFGs within their districts.
3. Verifies AMIAS candidates' membership in Al-Anon, and if needed, requests the assistance of AFG members, GRs, or DRs.
4. Conducts quarterly business meetings with certified AMIASs.
5. Encourages Alateen group formation, sponsorship, and AMIAS training, and maintains communication with the Area Alateen Process Person (AAPP).
6. Coordinates with local districts and AA counterparts to provide outreach to schools, youth agencies, and those ministering to youth.
7. Orders and oversees the distribution of Alateen literature for Alateen meetings and for the purpose of encouraging Alateen participation.
8. Distributes annual AMIAS training schedules to all AFGs as well as to potential and current AMIASs.
9. Ensures all Alateen meetings comply with current NYSAA Guidelines and Alateen Safety Guidelines.
10. Maintains a verified list of Area certified AMIAS Sponsors with the NYSAA Alateen Coordinator and AAPP.
11. Follows up on all new applications and keeps file of all local applications and certified AMIAS.
12. Keeps an up-to-date list of NYSAA Alateen groups and provides this list to the ASIS Meeting List Coordinator, ASIS Website Coordinator, and the ASIS Corresponding Secretary.
13. Submits an annual report and list of the previous year's certified AMIASs to the Recording Secretary at the last meeting of the calendar year.

Digital Services Coordinator

1. Assists Board members with digital solutions.
2. Implements effective electronic communications (e.g., QR codes).
3. Stores digital archives on a platform accessible to Al-Anon members.
4. Provides hybrid meeting support when requested.
5. Stays current with electronic meeting updates and its security features - inform AFGs of findings.
6. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Literature Coordinator [*See Al-Anon Guidelines G-6 and G-31*](#)

1. Maintains and stores an inventory of Conference Approved Literature (CAL) to be available at Suffolk County Al-Anon events and other events with Suffolk County Al-Anon participation.
2. Places CAL orders and will be reimbursed by the Treasurer.
3. Keeps an inventory of all held CAL and makes the inventory list available at each Board meeting.
4. Secures physical space at Al-Anon and outside events with Al-Anon/Alateen participation from event committees.
5. Responsible for the display and distribution of CAL at all requested events.
6. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Meeting List Coordinator

1. Maintains and publishes Suffolk Al-Anon and New York South Area Alateen meeting lists in print or electronically, including on the ASIS website. The criteria for publishing meetings comply with NYSAA Meeting List Publishing Policy. Consults with the Recording Secretary to verify any AFG that has not complied with this policy.
2. For printed lists, determines deadline for changes prior to printing and notifies AFGs and ISRs.
3. Updates changes to the meeting list after confirmation with the Trusted Servant that is designated by that group.
4. In the event of printed lists, distributes meeting lists to ISRs at Quarterly meetings; keeps a roster confirming receipt of meeting lists by AFG representative (ISR).
5. Provides electronic links (such as QR codes) to meeting lists for Al-Anon or AA gatherings/events as requested and approved by the Board.
6. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Phone Service Coordinator [*See Al-Anon/Alateen Service Manual 2022-2025, p. 65*](#)

1. Maintains list of phone service volunteers and their confidential contact information.
2. Sends necessary, updated, accurate instructions; guidelines; meeting lists (currently on Website); and information to volunteers as needed. Volunteers are instructed to use the ASIS website for the most accurate meeting information.
3. Maintains and updates phone message, referral numbers, and emergency contact lists for volunteers.
4. Responds to messages left with the phone service in a timely manner.
5. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Post Office Coordinator

1. Picks up mail or makes arrangements for the picking up of mail weekly.
2. Sorts and distributes all mail. Bills and checks are mailed to the Treasurer. Forwards mail addressed to a specific person/Board Member without opening. Any questions regarding sorting are addressed with the Chairperson.
3. Keeps a supply of envelopes and ASIS return address labels/stamp and ink.

4. Is authorized to discard junk mail.
5. Is responsible for the key to the Post Office box.
6. Forwards Post Office box invoice to the Treasurer.
7. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Public And Institutional Speaking Coordinator [*See Al-Anon/Alateen Service Manual 2022-2025, pp. 65 and 88 and Al-Anon Guidelines G-9, G-14, and G-22*](#)

1. Contacts Suffolk County hospitals, rehabilitation centers, and correctional facilities to establish an introductory Al-Anon meeting in order to bring the presence and principles of Al-Anon to all those affected by alcoholism.
2. Arranges for speakers and provides literature for meetings. Introductory meetings held at institutions ([*See Al-Anon/Alateen Service Manual 2022-2025, p. 88*](#)) explain the purpose of our program and recovery from alcoholism as a family disease. Additionally, membership is explained as is who attends our meetings and their varied relationships to alcoholics. Al-Anon topics are suggested by the facility.
3. Places CAL orders in accordance with their budget. Coordinator is reimbursed by the Treasurer.
4. Maintains on-going list of Al-Anon members to speak and attend events.
5. Cooperates with AA's Institutional Chairperson and Committee in Suffolk County.
6. All requests for literature or speakers from the above sources are to be referred to this coordinator, who will contact the appropriate DR. If there is no DR, this coordinator will make such arrangements. ASIS shares the cost of literature for public outreach with the Districts. [*See Al-Anon/Alateen Service Manual 2022-2025, p. 65*](#)
7. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Public Outreach Coordinator [*See Al-Anon/Alateen Service Manual 2022-2025, pp. 119-127; Al-Anon Guidelines G-10, G-29, and G-38*](#)

1. Develops and maintains a Public Outreach Committee with the support of the District Representatives to ensure countywide participation in public outreach throughout Suffolk.
2. Maintains current list of Al-Anon/AMIAS members willing to attend and/or speak at events such as, but not limited to: Wellness Days, Health Fairs, Awareness and Prevention Programs, and Employee Assistance Programs.
3. Cooperate with AA's Public Outreach Coordinator and Committee in Suffolk County and with the ASIS Alateen Coordinator.
4. Contacts public and private agencies (may include community awareness programs and coalitions) to facilitate and introduce the principles of Al-Anon and Alateen. All requests for literature or speakers from these sources will be referred to this coordinator, who will contact the appropriate DR whenever possible. If there is no DR, this coordinator will make such arrangements. Requests originating in Nassau County will be referred to the ALISON Liaison to ASIS and the ASIS Liaison to ALISON. [*See Al-Anon/Alateen Service Manual 2022-2025, p. 65 Bulletin 6.*](#)
5. Determines appropriate outreach resources. Orders needed pamphlets directly from WSO or NYC Literature Distribution Center (LDC) for functions where Al-Anon participation has been requested.

6. Places CAL orders in accordance with their budget. Coordinator will be reimbursed by the Treasurer.
7. Secures physical space at Al-Anon and outside events with Al-Anon/Alateen participation from event committees.
8. Provides literature, furnishes electronic links (such as QR codes) to meeting lists, and brings a quantity of recently printed lists for that specific event or for speakers and/or volunteers to take to such events.
9. Informs AFGs through the ASIS Quarterly Meetings and District contacts of availability of outreach through current WSO approved social media platforms and downloadable WSO outreach materials.
10. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Speakers Exchange Coordinator [*See Al-Anon/Alateen Service Manual 2022-2025, p. 44*](#)

1. Facilitates “Speakers Exchange” for Al-Anon and Alateen groups to exchange speaker commitments at least twice a year for future meetings. (Special consideration regarding Alateen safety must be addressed.)
2. Submits an electronic letter for each exchange to the ASIS Corresponding Secretary for distribution to Suffolk County AFGs. This letter will include an explanation of the exchange process and an electronic link to participate in the exchange program.
3. Creates an exchange announcement flyer and forwards to the Website Coordinator for posting. Provides all additional information to the Website Coordinator for posting on the Speakers Exchange Page on the Website.
4. Updates all data throughout the process.
5. Announces upcoming exchange details at ASIS Quarterly meetings.
6. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Website Coordinator [*See Al-Anon Guidelines G-40*](#)

1. A person with experienced computer literacy skills is best suited in this position and when no Al-Anon member accepts this position, ASIS may pay a professional. (*Tradition 8*)
2. Reviews, modifies, and creates content to ensure that the website, which is the face of Suffolk County Al-Anon, meets the current needs of those suffering from the effects of someone else’s drinking.
3. Updates the ASIS website with information provided by its Board, Districts, members, and other Al-Anon service arms; “reviewing and approving content with the Al-Anon Traditions and spiritual principles in mind” (G-40 p. 2).
4. Confers with coordinators and facilitators the details of upcoming events for posting, including the ability for collection of online contributions and ticket sales.
5. Posts information regarding Al-Anon events and Al-Anon participating in events *outside of and within Suffolk County* for the general public and Al-Anon members.
6. Removes outdated information in a timely manner.
7. Ensures that Board position email addresses posted on the website (known as “alias” emails) are linked to private emails designated by each Board member, checking and emptying spam folders regularly.

8. Identifies website hosting needs and requirements. Researches and proposes changes when needed prior or during the budget process. All website expenses must be Board approved.
9. Submits invoices for payment to the Treasurer.
10. Provides comprehensive documentation of the website activity on a yearly basis to the Archivist.
11. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

BOARD MEMBER LIAISONS

Liaison To AA Of Suffolk County [*See Al-Anon Guidelines G-3 and G-7*](#)

1. Serves as the link between Suffolk Intergroup Association of AA (SIA) and General Services and ASIS to maintain communication with AA.
2. Personally attends open AA meetings and actively encourage other Al-Anon members to do likewise.
3. Serves on the Share-A-Thon committee, Unity Breakfast committee, and any AA committee upon request for Al-Anon participation. This includes attending all meetings; coordinating Al-Anon and Alateen participation; and arranging for program topics, speakers and volunteers.
4. Introduces ASIS Board members to the appropriate AA committee members for participation in the AA event.
5. Submits to the Archivist a copy of the current year's programs.
6. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Liaison to ALISON (*Al-Anon Information Service of Nassau*)

1. Serves as link between ASIS and ALISON.
2. Attends ALISON Quarterly meetings (second Tuesday of January, April, July and October), and shares ASIS information with ALISON.
3. Reports ALISON information to ASIS at Board meeting in the absence of an ALISON Liaison to Suffolk.
4. Directs ALISON to ASIS website and for meeting lists and other information.
5. Refers all Nassau County-based outreach requests received by ASIS to ALISON.
6. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Liaison to NYSAA

1. Serves as a link from NYSAA and Area World Service Committee (AWSC) to ASIS.
2. A dual member of Al-Anon and AA may not hold this position. [*See New York South Assembly Area 40 Area Guidelines, Version 22.1, Section 4.1*](#)
3. Attends and reports on AWSC meetings (January, March, May, and September) and Assemblies (February, April, June, and October) to the Board meetings.
4. Exchanges news of ASIS events and brings back Assembly Area news, information, and announcements to the ASIS Quarterly meetings.
5. Provide printed and electronic links (such as QR codes) to current meeting lists and *Al-Anews* to each Area Assembly meeting.

6. Provides current NYSAA Guidelines to all Board members.
7. Submits an annual report to the Recording Secretary at the last meeting of the calendar year.

Additional ASIS Ad Hoc Committees

1. Each committee shall try to have one member from each district.
2. Committees shall meet when and where they wish. Minutes shall be kept and reports shall be submitted at the next ASIS Board meeting.
3. Each committee shall keep a fact file to pass on to their successors. (*This is known as a “legacy”*)

Al-Anon Service Positions as They Relate to ASIS

Information Service Representative (ISR)

The ISR is the liaison between an AFG and ASIS. ISR was previously known as AGR (Alternate Group Representative). Each group elects an ISR for a commitment of three (3) years. The ISR:

1. Acts as AFG/ASIS liaison and provides current AFG contact and meeting information.
2. Attends ASIS Quarterly Meetings (3rd Wednesday of January, April, July, and October) and votes on issues presented for ASIS action, i.e., budget, board members, etc.
3. If an ISR is unavailable to attend a Quarterly meeting, they are encouraged to substitute a group member/Trusted Servant to fulfill their responsibility.
4. Is eligible to serve in all Board positions. (Al-Anon members of AA are not eligible for the position of ASIS Liaison to NYSAA.)
5. Offers AFG information needs and announcements at the Quarterly meeting.
6. Is encouraged to participate on ad hoc committees and to solicit members of their AFGs to participate on such committees.
7. Reports Quarterly meeting information back to their AFG.
8. Encourages their AFG members to support and participate in ASIS-supported events.

Workshop Facilitator (e.g., Family Relationship Workshop (Hugs, Hope, and Healing); Choices) Voted by motion on October 16, 2019, to no longer be a Board position)

1. Sets date, time, and location with consideration not to conflict with other workshops.
2. Assembles committee members to meet monthly or as needed for planning.
3. Contacts Chairperson for insurance documentation.
4. Requests seed money from ASIS Treasurer.
5. Provides monthly updates to Vice-Chairperson during planning.
6. Presents quarterly updates, including a final event report, to ASIS Board and ISRs at Quarterly Meetings. The Final event report includes all financial matters, attendance, and other relevant statistics.
7. Arranges with the Literature Coordinator for all needed literature.
8. Coordinates Al-Anon, Alateen, and AA participation if needed, including arranging for

program topics, speakers, and volunteers.

9. Turns over all monies earned from this event to the ASIS Treasurer.
10. Submits a comprehensive workshop report to the Recording Secretary.
11. Submits an annual report to the Recording Secretary at the last meeting of the calendar year or completion of its charge.

District Representative (DR)

The District Representative is elected by the Group Representatives (GRs) within their district, represents their District(s) at the Area World Service Committee (AWSC) meetings (4/yr), and conveys information back to the groups. They also attend the Area Assembly (4/yr). This is a three (3) year commitment. Regarding ASIS, the DR:

1. Confers with ADR to ensure District needs are communicated with ASIS. This includes meeting information, Alateen, and Public and Institutional outreach.
2. Is encouraged to attend ASIS Board meetings when the ADR is unable. *Please refer to [current Service Manual](#) and [Al-Anon Guidelines G-37](#) for more information.*

Group Representative (GR)

Each AFG elects a GR for a commitment of three (3) years. This member attends the monthly District meetings and (4) NYSAA meetings. Regarding ASIS, the GR:

1. May represent their AFG as a substitute for the Information Service Representative (ISR) and vote at the ASIS Quarterly Meetings. *Please refer to [current Service Manual](#) and [Al-Anon Guidelines G-11](#) for more information.*

Appendix A

Guidelines Amendment Procedure, Previous Motions, and Dates of Formalized Amendments

Amendment Procedure

Any Al-Anon member is eligible to present ideas to the Board regarding the ASIS Guidelines. The ASIS Board will document consideration of such ideas. The ASIS Board may or may not recommend amendments to the ASIS Guidelines following discussion of said ideas.

Notice of proposed amendments will be given to all ISRs at two (2) consecutive Quarterly meetings. Voting will take place after the discussion at the second Quarterly meeting. One vote per group. Simple majority to carry.

Previous Motions

September 2005

Dual Membership: As per page 68 of the Service Manual, the ASIS Board will not allow dual membership on Board. [*Al-Anon/Alateen Service Manual, 2018-2021* revised this position.] Motion Passed

November 2005

Administrative: The Chairperson shall reserve the rooms for meetings Motion passed

November/December 2006

Administrative: Chairperson shall notify the local radio stations (WBLI, WBAB, and WALK of Cancellations due to inclement weather. Motion passed

April 2007

Guidelines changes accepted at Quarterly meeting. Motion passed (17) Yea (2) Abstain

June 2007

Changes to the Meeting List:

Motion to add a notation to the meeting list that Alateens are permitted at regular Al-Anon meetings:

Motion to add in the first paragraph after “two or more persons” the words “12 and up” and at the end of the same paragraph add “Where there is no Alateen meeting available, young people are encouraged to attend AlAnon meetings.” *Quoted from Service Manual p. 67.* Motion passed

Committee Budgets:

Committees requiring money for the upcoming year should present a budget at the September 2007 Board meeting for review and vote.

Budget will run from January 2008 through December 2008.

Budgets will be presented at the October 2007 Quarterly with verbal mention of more financial support from groups Motion passed

September 2007

HHH: Motion to make the Family Relationship Workshop a permanent sponsorship of ASIS Motion passed

November 2007

Administrative: Motion to change the Vice-Chairperson position to Choices Coordinator with the deletion of Vice-Chairperson job description. This will be an interim

position. Motion passed
December 2007

Board Member Eligibility: It is suggested an ASIS Board member have a minimum of one-year membership in Al-Anon. Motion passed

Phone Service: Anyone with six months program may volunteer for phone service regardless of his or her affiliations. Motion passed (7) Yea (1) Abstain

February 2008

Administrative: Motion to combine the positions of Speakers Committee Coordinator and Institutions Coordinator to form the position of Public and Institutional Speaking Coordinator. Motion Passed

November 2009

Administrative: Motion to combine the position Archivist/Literature Coordinator Motion passed (8) Yea (2) Abstain

January 2012

Administrative: Motion to change start time of Board meeting from 7:30 p.m. to 7:00 p.m. Motion passed

January 2013

Location: Motion to change meeting venue from the First Presbyterian Church in Smithtown to the Clubhouse of Suffolk, Ronkonkoma. Change effective February 20, 2013 Motion passed

June 2015

Administrative: The position of Vice-Chairperson will be reinstated on the ASIS Board also be the liaison to all ASIS sponsored workshops Motion passed (13) Yea (0) Nay (0) Abstain

Administrative: The Choices and HHH positions will no longer be voting positions on the Board Motion Passed (13) Yea (0) Nay (0) Abstain

October 16, 2019

Administrative: For Workshop Coordinators – Choices and Hugs, Hope, and Healing – these are not Board positions. Attendance of Workshop Coordinators is not required at monthly meetings. They do need to give monthly reports to the Vice-Chairperson, but they need not be present at the monthly Board meetings. It is the choice of the Workshop Coordinator to come to the monthly meetings. They do need to come to the quarterly meetings to give a report. Motion Passed (17) Yea (2) Nay (0) Abstain

June 15, 2022

Administrative: The position of Digital Services Coordinator as a new Board position was proposed. A vote was taken and passed. Motion Passed (11) Yea (0) Nay (0) Abstain

July 19, 2023

Comprehensive: Amendments to improve Board functioning. Motion Passed (19) Yea (0) Nay (0) Abstain

Dates of Formalized Amendments

Adopted 10/75

Amended 01/76, 04/76, 04/77, 04/78, 01/85 Revised 01/80

Revisions Updated (submitted) 11/11/2008

Revisions discussed November 18, 2009

Guidelines revisions passed at July, 2010 Quarterly [25 Yeas; 2 Nays; 6 Abstentions]

Ad-Hoc committee revisions submitted for Board review December 17, 2014

Ad-Hoc committee revisions passed at July 2023 Quarterly [19 Yeas; 2 Nays; 0 Abstentions]

Appendix B

Select Al-Anon/Alateen Terms and Acronyms

AAPP	Area Alateen Process Person – serves as liaison between the AWSC and the WSO regarding all Alateen paperwork.
ADR	Alternate District Representative
AFG	Al-Anon Family Group There are two kinds of AFGs (from <i>2022 World Service Conference (WSC) SCWS Delegate’s Report May 21, 2022</i>): <ol style="list-style-type: none">1. Physical Group A Physical Group belongs to a geographic area is affiliated with a physical location. When members seek meetings, a physical group will always be listed with a physical location. Physical Groups may allow an electronic “window” into their physical meeting. This permits what we are currently calling “hybrid” meetings. Some members might join the physical meeting electronically, but they are joining with members who are meeting in person at a physical location.2. Electronic Group Electronic Groups are not attached to a physical location. They do not have an in-person component. Electronic Groups may want to attract a global audience or they may prefer to belong to a particular geographic area and not recruit a global audience. Ideally Electronic Groups will welcome whatever Al-Anon member finds and joins their Electronic Group.
AIS/Intergroup	An Al-Anon Information Service, also known as an Intergroup, is a local service established and maintained by one or more Districts or by groups located close enough geographically or connected by language to one another for easy access and communication. See Al-Anon/Alateen Service Manual 2022-2025, p65 and Al-Anon Guidelines G-4
ALISON	Al-Anon of Nassau County
AMIAS	Al-Anon Members Involved in Alateen Service who are cleared by WSO
ASIS	Al-Anon Suffolk Information Service
AWSC	Area World Service Committee – consists of the officers elected at the Assembly, DRs, Coordinators and Liaisons. AWSC meets 4 times a year (including Assembly) to discuss AFG business.
CAL	Conference Approved Literature
CMA	Current Mailing Address – postal and electronic contact information that is on file with the Area and WSO for every group
DR	District Representative
F&FO	Families and Friends Only – Al-Anon meetings are limited to members and prospective members affected by someone else’s drinking, affording them the freedom to share and listen to the experience, strength, and hope of one another on a confidential and anonymous basis. All Alateen groups are designated as

F&FO, with attendance limited to young people affected by someone else's drinking and the Area-certified AMIAs who are serving as the Alateen Group Sponsors. For more information, [See Al-Anon/Alateen Service Manual 2022-2025, pp. 29-30](#)

FF&O	Families, Friends, and Observers Welcome – Al-Anon meetings allow attendance by people who are not families and friends of alcoholics, but who are interested in learning about Al-Anon Family Groups. Visitors to Families, Friends, and Observers Welcome Al-Anon meetings include students and professionals who work with alcoholics and their families.
GR	Group Representative – an Al-Anon member elected by a group for a three-year term to serve as a liaison between their group and the District.
Home Group	The home group is the group a member attends regularly and commits to participating, voting, and giving service. It is frequently the strongest support for an Al-Anon member since relationships tend to be developed through close and regular contact. See Al-Anon/Alateen Service Manual 2022-2025, p. 73
ISR	Information Service Representative – the liaison between a group and an AIS/Intergroup
KBDM	Knowledge Based Decision Making – a process designed to foster informed and effective strategic group management
LDC	Literature Distribution Center
NYSAA	New York South Assembly Area – It consists of the New York City (the Boroughs of Manhattan, The Bronx, Staten Island, Brooklyn, and Queens), and the counties of Nassau, Suffolk, Westchester, Rockland, Dutchess, Orange, Ulster, and Sullivan.
PSA	Public Service Announcement – free airtime or print space offered by the media (TV, radio, newspapers, etc.) Al-Anon provides such PSAs to inform the general public about Al-Anon and Alateen.
RFR	Request For Reimbursement – form used by ASIS for documentation of reimbursement activity to those seeking funds
WSC	World Service Conference – an annual business meeting of all Area Delegates from the US and Canada, the Executive Committee and selected WSO staff members.
WSO	World Service Office – national headquarters for Al-Anon Family Groups located in Virginia Beach, VA