

AIS NEEDS YOU



Treasurer

Public Outreach

Literature

Archives

**“Today I’ll consider enriching my recovery
by participating in Al-Anon service.”**

- Hope for Today -

Al-Anon Information Service

Job Descriptions:

Treasurer

- Maintain accurate & up to date records of donations & expenditures
- Pay the monthly bills on time
- Make deposits regularly
- Submit monthly financial reports to AIS Committee

Archives

- Gathers, categorizes, stores pertinent Al-Anon papers
- Attends AIS meetings and is familiar with WSO guideline G30
- Establish Display for use at special events

Suggested term is 3 years.

Should attend AIS meetings/give report.

Reach out to AIS CHAIR Mary EM for more info: walkmary@aol.com or

call 716-633-5251

Public Outreach

- Maintain a list of volunteers to fill speaking requests
- Reaches out to professional community with introductory letter, literature and schedules
- Informs community about Al-Anon with mailings & schedules & contact info
- Be familiar with WSO Guidelines G9, G10, G14, G29, G38

Literature

- Manage group book orders, delivery, and payments
- Inform members of new literature
- Provide literature table for special events as requested
- Be familiar with WSO Guidelines G6, G18, G31