

Brief Descriptions of the positions we will be voting on at the October SAAIS Meeting

These are all **three-year terms**

All Officers and Coordinators give written reports to the SAAIS Chair, Secretary and ALANEWS Editor at each Quarterly Meeting. All Officers and Coordinators may request reimbursement for their expenses.

The Chair and other trusted servant positions are elected from active members at large – holding a past position is not required aside from being an active member in Alanon for the past two years. Dual members are not eligible.

Chair of SAAIS/District 12

- To Call and chair quarterly meetings (either in person or via zoom)
- To keep in touch with District DR and GRs to address the needs of their groups
- To assist in any request for support to promote knowledge of and/or access to Al-Anon in the District
- To maintain the Group meeting on list on the SAAIS12.com website and maintain the website
- To encourage, support the efforts of, and cooperate with District 12
- To support the annual fundraiser: Serenity Celebration
- To provide support for the Phone/Answering Service
- To provide a quarterly report to ALANEWS in District 12
- To support hosting the monthly Speaker Meeting, first Saturday of each month

SAAIS SECRETARY

- To take the minutes of the Quarterly Meeting
- To send the minutes of the meeting to the ALANEWS Coordinator by the deadline given
- To count the number of voting Alt. GRs or GRs attending the Quarterly Meeting for voting purposes
- To communicate with the groups providing meeting notices and information pertinent to SAAIS business.

SAAIS TREASURER

- To keep accurate records of SAAIS finances
- To present an annual budget recommendation to SAAIS
- To collect contributions from Groups, Individual, and SAAIS sponsored events
- To reimburse Officers and Coordinators when they submit expense vouchers
- To support Events Coordinator with annual Fundraiser
 - Handle finances and request for payment/reimbursement of expenses
- To present Reports at the Quarterly Meetings; comprised of
 - Treasurer Report
 - Transactions Report
 - Group Contributions Report
 - Bookstore Activity Report (see below)
- Support the Bookstore Coordinator
 - To provide payment for book orders placed with WSO
 - To gather receipts from Coordinator for store purchases and transactional sales
 - To reconcile all deposits made from Bookstore
 - To assure Club 12 is paid, as approved, for use of facilities

SAAIS SPEAKER COORDINATOR

- Coordinate meeting calendar and room access with Club 12
- Arrange AA and Al-Anon Speakers for each month
- Send flyer to both Website Coordinator & ALANEWS for publication
- Collect donations at each speaker meeting and deposit at designated SAAIS bank account
- Report collections at each quarterly meeting
- Lean on leadership to resolve any issues

ANSWERING SERVICE COORDINATOR

- To provide volunteers on a rotating basis
- To check the SAAIS email for any inquiries or concerns
- To personally answer any urgent messages texted to a designated cell phone within 30 minutes
- To submit reports to SAAIS at quarterly meetings
- To escalate any issues with the Answering Service in working and communicating with our volunteers

WEBSITE/ZOOM ACCOUNT COORDINATOR

Zoom Account:

1. Host any requested Zoom meetings requested for District or SAAIS business
2. Report usage at Quarterly meetings
3. Manage Zoom account to insure access for all appropriate parties

Website

4. Support request of DR, District 12 and SAAIS Leadership
5. Support Meeting List Coordinator to assure Meeting lists are posted properly
6. Manage online purchases as required
7. Assure anonymity is always supported, as directed by Al-Anon principles
8. Report any updates and provide any training required of new members in SAAIS or District 12

EVENTS COORDINATOR / Serenity Celebration Chairperson

- Decide on a date, a centrally located venue, a catering service, a theme and colors for the Serenity Event, typically held mid-September on Sunday afternoon.
- Secure contract with hosting venue location and work with staff to assure our needs are met and we follow their requirements
- Establish a proposed budget and perform continuous updates during the planning phase.
- Select and Reserve Catering Service and determine a backup plan if needed
- Organize Chairpersons for areas such as decorations, dessert auction, speaker coordination, dining room coordination and registration.
- Work with Registration Chair to get tickets ordered, dispersed to the GR group and collect at the Quarterly meeting in July.
- Engage volunteers for committee planning, coordination and carrying out planned tasks. [i.e. decorations (inclusive of table and decoration setup), dessert auction, speakers, dining room, parking and entry, setup, registration, greeters, dessert greeters, dessert auction support persons.
- Retrieve from and return to all items used from Storage for the event – update inventory upon return
- Attend and report progress, issues and/or needs at monthly progress meetings as scheduled with SAAIS leads
- Attend and report progress, issues and/or needs at District and SAAIS Quarterly meetings
- Provide final summary of event to the SAAIS leads
- Conduct an assessment after the event to define best practices going forward
- Familiarity with sending and receiving messages, as well as using contact features in email applications.

BOOKSTORE/LITERATURE COORDINATOR

(Newly Revised Job Description, based on being aligned with SAAIS, if approved)

Manage Bookstore

Lean on support from SAAIS leadership and District volunteers

Alert leadership of any challenges

Set up/Ongoing support

Establish a volunteer schedule for access to bookstore

Establish par inventory requirements of bookstore

Maintain par inventory levels and adjust based on buying habits of groups

Purchase, receive and stock inventory

Place order with WSO and alert Treasurer to expect invoice for payment

Stock and price books

Take orders by phone, email or potentially online for book orders

Notify customers when orders are ready for pick up

Arrange pick up at the convenience of volunteer schedules

Provide receipt for customer and retain a copy for your records

Once order is delivered, provide the Treasurer with proof of deposit of transaction

Reporting

Provide a report of purchases and sales to SAAIS Treasurer at the end of each month

Make sure Club 12 receives agreed upon payment for use of the facilities by coordinating with SAAIS Treasurer

Meet with Club 12 as required and report back to SAAIS Leadership (Chair & Treasurer)

Submit expenses for supplies to run the bookstore (provide receipts along with expense report – this does not include Rent/Use of facilities)

Attend the Quarterly District and SAAIS meetings to report activity for each quarter

Report Quarterly Sales to Texas Comptroller to maintain tax free status

Maintain Quick Books for sales info and inventory tracking

Literature Promotion

- To help generate an interest in Conference Approved Literature (CAL) by making groups aware of the many books and pamphlets available from WSO
- To help Groups understand why Al-Anon uses only CAL, how CAL is produced and why outside publications are not used in Al-Anon and Alateen meetings
- To pick up, sell and return Conference Approved Literature at District Meetings when applicable
- To encourage members and Groups to subscribe to the Forum
- To share information received from the Area Literature Coordinator with the District
- To conduct occasional literature workshops for District events