

**Al-Anon Family Groups of Southeastern Wisconsin, Inc.**

**Bylaws**

September 2023

**Article I – Office**

**Section 1: Name and service area of corporation:**

- a. The name of the corporation is Al-Anon Family Groups of Southeastern Wisconsin, Inc., is a 501 (c) (3) non-profit, currently serving the counties of Dodge, Jefferson, Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha.

**Section 2: Location of Area Information Service (AIS and Literature Distribution Center - LDC)**

- a. The AIS and LDC for the transaction of business of this corporation shall be located in the county of Milwaukee, in the state of Wisconsin, at such place as the Service Board shall determine, and based upon financial wellbeing and the overall best interest of the members served.

The current location information is:

6737 W. Washington Street, Suite #2125 West Allis, WI 53214-5655

Program Director: Jeri Vatne

414-257-2415

[alanon@alanon-wi.org](mailto:alanon@alanon-wi.org)

[www.alanon-wi.org](http://www.alanon-wi.org)

**Section 3: The objectives of this corporation are:**

- a. To provide help for families and friends of alcoholics through Al-Anon and Alateen groups in southeastern Wisconsin.
- b. To promote unity of purpose and the growth of Al-Anon and Alateen groups in southeastern Wisconsin.
- c. To maintain a central business office with paid employee(s) and non-paid volunteers, operating according to the principles of Al-Anon Family Groups, Inc. (AFG, Inc.), guided by the Al-Anon Intergroup Information Service Representatives (ISRs), with oversight by the Service Board.
- d. To serve as a clearinghouse for Al-Anon and Alateen activities.
- e. To provide information and serve as an education resource to anyone seeking help in the solution of problems connected with the relative or friend of an alcoholic, or to an Al-Anon or Alateen group.
- f. To serve as the communication center for the member groups with respect to matters of local area policy, publicity, and interests.

- g. To be guided in all activities by the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Service and General Warranties of Al-Anon.

#### **Section 4: Objectives Excluded**

- a. Al-Anon and Alateen matters of policy and publicity at the national or international level, as this is the function and responsibility of AFG, Inc.
- b. Engagement in any legislation including such with regard to alcoholism or its effects upon families or friends, or in any political campaigns on behalf of any candidates for public office.
- c. The operation and maintenance of a club or clubhouse.
- d. To provide meeting space for separate member groups.

## **Article II – Membership**

### **Section 1: Information Service Representative (ISR)**

- a. Any person in Al-Anon or Alateen who is selected as an Information Service Representative (ISR) or as an Alternate ISR of any Al-Anon Family Group of Southeastern Wisconsin that is registered with our World Service Office (WSO) is eligible to become a member of this corporation.
- b. The ISR and Alternate ISR may also serve as their group's GR as there is no alignment to the Area, and in this case Area 61. Unlike a GR, an ISR, Alternate ISR, or a Service Board member may be a member of both Al-Anon or Alateen AND another twelve-step program.
- c. For membership in this corporation, ISR shall be required to submit to the AIS the following:
  - 1. The name of the ISR and Alternative ISR, phone numbers, email address, and if there is no email, the street address for mailing purposes.
  - 2. The group's name, meeting place, mailing address, and the day and time of the meeting.
  - 3. An indication that the group members are willing to accept 12-Step work and follow the 12-Traditions of Al-Anon.
  - 4. The ISR from a group without a valid WSO registration number may attend meetings but will not be qualified to vote.
  - 5. By-laws will be provided to all ISRs.
- d. ISRs shall continue to be eligible for membership in this corporation by submitting to the AIS:
  - 1. Annual registration updated in July of each year of participation.
  - 2. Any intermittent changes in ISR or Alternate ISR
  - 3. Any intermittent changes in the group name, meeting place, meeting day, meeting time, or mailing address.

### **Section 2: Group membership status**

- a. Participation of an ISR by each registered group is highly encouraged but not required.
- b. Each group shall have the right to withdraw its ISR at any time.
- c. Membership is not dependent upon financial contributions from the group or ISR, but traditionally, each group supports this corporation with monthly pledges or by special

contributions. This financial support is one of the three main ways income is generated for the operation of the corporation.

## **Article III – Meetings**

### **Section 1: Definition of “meeting types”.**

- a. Meeting shall be regular Intergroup meetings (gathering of ISRs and Service Board), Service Board meetings and special meetings.
- b. Meetings shall be held on the premises of the AIS in a separate meeting space, or virtually as needed.

### **Section 2: Regular Intergroup meetings**

- a. The regular meetings of the ISRs and Service Board members of this corporation shall be held at least every other ODD month (January, March, May, July, September, and November) at the location of the AIS, or virtually as needed. The current meeting day and time is the fourth Thursday of the designated month at 7:00pm, except in November, date to be determined annually.
- b. All Intergroup meetings shall be open to any member of any Al-Anon or Alateen group.
- c. A quorum of the membership is required to conduct any business. In the case of this corporation a 15% quorum of registered groups shall constitute a quorum. If no quorum is met, the meeting can continue, but no business shall be transacted. A subsequent meeting may be called by written notice to the ISRs at least ten (10) days prior to the meeting, at which time 10% of the ISRs shall constitute a quorum.
- d. All motions at all Intergroup meetings must be made by a registered ISR or registered Alternate ISR and seconded by same.
- e. Only ISRs or their designated Alternate ISRs are permitted to vote on any motion made. One vote per registered group is allowed.
- f. The agenda of the Intergroup meeting shall include:
  1. A moment of silence following by the Serenity Prayer
  2. Quorum count to ensure business can be conducted.
  3. Approval of the notes of the last regular Intergroup meeting and of any special Intergroup meetings.
  4. Reading and study of the Twelve Concepts of Service and the General Warranties.
  5. Major announcements and/or corporation level decisions that need to be considered.
  6. Break out time for all ISRs to work in their respective “Committee” structure.
  7. Report out of “Committee” progress.
  8. District Representative (DR) and/or Group Representative (GR) reports if time permits.
  9. Closing – The Al-Anon Declaration.

### **Section 3: Service Board Meetings**

- a. The Service Board meeting includes Service Board members of this corporation and shall be held at least every other EVEN month (February, April, June, August, October, and December) at the location of the AIS, or virtually as needed. The current meeting day and time is the fourth Thursday of the designated month at 6:30pm.
- b. The presence of a 2/3 majority of the Service Board will constitute a quorum. In the absence of a quorum the meeting may be held but no business shall be transacted. The Service Board Chairperson does have the discretion to conduct needed business via conference call or via email in the case where time is of the essence.
- c. All meetings of the Service Board shall be open to any member of any registered group, but only as an observer.

### **Section 4: Special Meetings**

- a. Special meetings of the Intergroup or Service Board may be called by the Service Board Chairperson or at the written request of three (3) or more members of the Service Board.
- b. Special meetings of the Intergroup shall be called by giving reasonable notice to each ISR. Such notice shall state the purpose of the meeting and no other business shall be acted upon except that which is stated in the notice.
- c. Quorum rules governing regular meetings shall be in force at a special meetings.

### **Section 5: Beginners Meetings**

- a. Coordinated by the Intergroup and AIS, a weekly Beginners Meeting is held on the premises of the AIS, or virtually as needed.
- b. This meeting is sponsored and conducted by groups and members of groups on a rotational basis and at the discretion of the Intergroup.
- c. A rotation of Steps 1, 2, and 3, and other topics are discussed over a six (6) week rotation.
- d. Two members of a group or groups lead the meeting and answer Twelve Step questions.
- e. This meeting is NOT a closed Al-Anon or Alateen meeting; the beginners attending are encouraged to attend other closed Al-Anon or Alateen meetings as well.
- f. The format of the Beginners Meeting is very similar to a regular closed Al-Anon or Alateen meeting.

### **Section 6: Voting**

- a. At all regular and special Intergroup meetings, each registered group shall have one vote. This vote is to be cast by the registered ISR or registered Alternate ISR of each registered group.
- b. Unanimity is strived for in all proceedings. It is also important to ensure all voices, especially minority voices are heard. The ISR or Alternate ISR has the autonomy to vote as a trusted servant with the conscience of the group in mind. If the ISR or Alternate ISR feels at the time of a vote that more information from the group is required, the ISR or Alternate ISR shall make a

motion to defer the vote to a later time. The deferment motion must have a second and be approved using the same rules used to pass a motion.

- c. At all meetings of the Intergroup or the Service Board, a 2/3 vote of those qualified to vote which are present at the meeting shall be necessary to pass a motion.

## **Article IV – The Service Board**

### **Section 1: Membership**

- a. The Service Board shall consist of the following Intergroup Officer positions:
  - Chairperson (also the Organizational Development Committee Chair)
  - Assistant Chairperson (also the Human Resources Committee Chair)
  - Treasurer (also the Finance Committee Chair)
  - Secretary (member of the Communication Committee)
- b. The Service Board shall also consist of the following Intergroup Committee positions:
  - Fund Development Committee Chair
  - Community Outreach Committee Chair
  - Group Outreach Committee Chair
  - Communication Committee Chair
  - Up to five (5) additional Member-at-large positions
    - A member-at-large position can be for any duration of time, but preferably in 6-month increments.
    - This position will sit on another committee led by a Chair and align to the work of the member-at-large.
    - This position can serve a specific purpose, for example outreach to a particular underserved population or a technical need of the organization, and the like.
    - This position can also simply be someone at the Service Board level, but with a desire to help multiple committees.
    - It is at the discretion of the Intergroup Chair to agree to and guide the alignment of a member-at-large.
- c. The total Intergroup Service Board will consist of the Intergroup Chairperson and up to 11 additional positions in the described committee structure, elected by the registered ISRs.
- d. All members of the Service Board shall be voting members.
- e. Any former Intergroup Chairperson or current District Representative (DR) within the 9-county Southeastern Wisconsin area which is served by the Intergroup shall be ex-officio members of the Service Board with a voice but no vote.
- f. A current Service Board member may never also be a current ISR or Alternative ISR.
- g. ANY active member of Al-Anon or Alateen may serve as a Service Board member or an ISR/Alternative ISR.
- h. Intergroup Service Representatives (ISRs) will align with the committee structure and assist in carrying out the work of the committees and the Intergroup as a whole.

## **Section 2: Service Board Chairperson Eligibility**

- a. It is recommended that the Service Board Chairperson have been a member of the Service Board past or present for at least one (1) year, but based on the needs of the Intergroup, this is simply a guideline. The Service Board Chairperson may not be committed to a like capacity in any other Al-Anon service, and may not be a paid employee of Al-Anon Family Groups of Southeastern Wisconsin, Inc.

## **Section 3: Service Board Member Eligibility**

- a. It is suggested that Service Board members have a minimum of two (2) years in Al-Anon or Alateen before taking an Intergroup position, but based on other factors, it is up to the Intergroup Chairperson's discretion to make exceptions to this guideline.
- b. Board Term Limits: *Approved 7/28/16*
  - An elected member may remain on the Board in different positions for a maximum of two three-year terms, however
  - An elected member may serve no more than three consecutive years in the same position and no more than six consecutive years in total.
  - At either of the above term limits, a one-year hiatus is required before re-election to the Service Board.

## **Section 4: Service Board Member Terms**

- a. The Service Board Chairperson is elected to a one (1) year term, with the *option* to be elected for two (2) additional one (1) year terms. Because the Chairperson has some additional oversight, it is important that the Intergroup re-votes for the Chairperson position each year of service.
- b. The additional Officer positions (Assistant Chairperson, Treasurer and Secretary) shall be elected for a two (2) year term, with the *option* of one (1) additional year at the discretion of the Intergroup.
- c. If ANY Service Board member leaves a position and must be replaced, the newly elected Service Board member will serve out the balance of the term of the vacated position, then be part of the general election when that is held (following the guidelines in a and b above).

# **Article V – Service Board Elections**

## **Section 1: Elections**

- a. Elections shall be called by the Chairperson as needed throughout the year.
- b. Open positions will be announced at least two (2) months in advance of the regularly scheduled Intergroup meeting. The announcement will be placed on the website ([www.alanon-wi.org](http://www.alanon-wi.org)) and be sent by email to current Service Board members, registered ISRs, Alternate ISRs, and all DRs within the 9-county Southeastern Wisconsin area.

- c. Each member wishing to serve on the Service Board shall complete a brief description of prior service experience and when possible, share this at the time of the election.
- d. The Intergroup Chairperson shall be elected by a 2/3 majority of registered ISRs or Alternate ISRs. A quorum (15% of registered ISRs or their Alternate ISRs) must be present. All other Intergroup positions shall be elected by simple majority. A quorum (15% of registered ISRs or their Alternate ISRs) must be present.

### **Section 2: Voting**

- a. Voting for Intergroup Chairperson and other Service Board positions shall be by a show of hands. The only exception is when there is more than one Al-Anon or Alateen member standing for an open position, in which case voting shall be done by written ballot. In either case, voting will take place at the time of the Intergroup Meeting.
- b. Only registered ISRs or Alternate ISRs shall vote during the Intergroup Service Board election.
- c. The newly elected Intergroup Chairperson and other Service Board members shall be installed just prior to the end of the election meeting, typically in July.

## **Article VI – Duties of the Service Board**

### **Section 1: Service Board in general shall:**

- a. Have the obligation to carry on the day-to-day activities and business affairs of Al-Anon Family Groups of Southeastern Wisconsin, Inc., also consisting of our Area Information Service (AIS), and the Literature Distribution Center (LDC), also known as the “Service Center”.
- b. Make such decisions as are necessary to carry on the general purposes of the Groups in the handling of questions pertaining to Intergroup activities as they arise.
- c. Submit to and follow directives of the ISRs which affect the Al-Anon Groups of Southeastern Wisconsin, provided that any policy, procedure, or program stem from the Al-Anon Twelve Traditions and Concepts of Service & General Warranties.
- d. Attend all regular and special meetings of the Service Board and Intergroup.
- e. Establish an annual budget and manage the revenue and expense projections of the budget.
- f. Report relevant information of each Service Board meeting to the ISRs at their next regular meeting.
- g. Provide notes from its Service Board meetings to the Service Center.
- h. Authorize capital expenditures not to exceed \$3000 for literature purchases and \$1500 for other capital expenditures, and not have the authority to enter into contract agreements without the approval of the ISRs.
- i. Refer all matters arising in the Service Board meeting which require discussion and action on the part of the ISRs to the next regular Intergroup meeting.
- j. Review activities of and act as an advisory body to all committees.
- k. Review activities of and act as an advisory body to all office employees (typically the Assistant Chairperson will do so for the Program Director and any other paid employee and the Treasurer will do so for the Bookkeeper).

**Section 2: Service Board position descriptions can be found in the Appendix of the Bylaws.**

**Section 3: Removal of Service Board Member(s)**

- a. The Service Board OR ISRs at a regular or special meeting may remove, by simple majority vote, any member, including the Intergroup Chairperson, who is no longer willing or able to perform the duties of their position based on the guidelines set forth in these Bylaws.
- b. Sufficient reason for removal would be the Service Board member is no longer willing or able to perform the duties of their position based on the guidelines set forth in these Bylaws, which are consistent with the framework of Al-Anon's Twelve Traditions and Concepts of Service & General Warranties, using the Al-Anon framework to promote other agencies or activities, or any other sufficient reason.

## **Article VIII – Employees**

**Section 1: Paid Employee(s):**

- a. The need for any paid employee(s) must be approved at an Intergroup meeting by vote as specified in the Bylaws.

**Section 2: Selection of Employee(s):**

- a. The Service Board shall have the right to select such employee(s) to support the general operation of the "Service Center".
- b. Paid employees are under the general direction of the Service Board, but will be given more close instruction by the Assistant Chairperson and Treasurer respectively.
- c. Paid employees shall not decide policy and will refer recommendations and problems to the Service Board.
- d. Paid employees shall assist the Service Board and are responsible for working efficiently and according to the Al-Anon Twelve Traditions and Concepts of Service & General Warranties.
- e. Paid employees, especially the Program Director, are responsible to guide the duties of "Service Center" volunteers accordingly.
- f. Other specific duties of paid employees (Program Director, Bookkeeper, other) shall be outlined outside this document in separate job descriptions.

**Section 3: Compensation of Employee(s):**

- a. Pay shall be determined by the Service Board with an annual review process to provide feedback and professional development guidance.
- b. Annual consideration of pay increases shall be determined by the Service Board. It is important to note that paid employees of Al-Anon are individuals with special skills and that the scale of compensation shall be in accordance with non-profit market conditions.
- c. Any change in pay shall be reported to the ISRs at the next regular Intergroup meeting.

#### **Section 4: Anonymity:**

- a. Paid employees and volunteers shall zealously guard the anonymity of all members of Al-Anon and Alateen and shall never break any member's anonymity unless authorized by said member.

### **Article IX – Finances**

#### **Section 1: Donations:**

- a. Bequest: Al-Anon Family Groups of Southeastern Wisconsin, Inc. may accept a one-time bequest from an Al-Anon or Alateen member in any amount. More information can be obtained through the WSO.
- b. Trust: Al-Anon Family Groups of Southeastern Wisconsin, Inc. MAY NOT act as a trustee of any trust, nor shall any funds be used specifically for investment purposes, except in the general operation of management of an "ample reserve".

#### **Section 2: Dissolution:**

- a. In the event that Al-Anon Family Groups of Southeastern Wisconsin, Inc. is dissolved for any reason, the remaining funds shall be distributed to a tax-exempt organization such as WSO. However, if the named recipient is not then in existence or no longer is a qualified to distribute, or is unwilling or unable to accept the distribution, then the assets of the corporation shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501 (c) (3) of the Internal Revenue Code.

#### **Section 3: Use of Donations:**

- a. It is understood that no part of any funds taken in will be for the benefit of any members or officers personally, but will be used for the purposes set forth in these Bylaws.
- b. Paid employees shall receive reasonable compensation for services rendered.
- c. Donations of any kind given to this corporation shall be used to support the work of the Intergroup and to maintain our "Service Center".
- d. Monthly financial statements shall be provided for the Groups' perusal.
- e. Employees or authorized Al-Anon members will fill out an expense report when attending an event requiring reimbursement.

### **Article X – Rules of Procedure**

#### **Section 1: Meetings Procedures:**

a. The rules contained in *Robert's Rules of Order, Revised*, shall act as the guide for running the Intergroup meeting and the Service Board meeting. Knowledge Based Decision Making (KBDM) and other tools may be used for discussion and decision-making. *New wording, approved 7/28/16*

## **Article XI – Amendment of bylaws**

### **Section 1: Meetings Procedures:**

- a. These Bylaws may be amended and/or repealed in part or in whole at any regular Intergroup meeting of ISRs by an affirmative vote of 2/3 of the members present, who are qualified to vote. A copy of the proposed amendment(s) and/or repeal (s) must be presented to each ISR in writing at least four (4) weeks prior to the meeting at which action is to be taken on the amendment(s) and/or repeal(s). However, if at said meeting the proposed amendment(s) and/or repeal(s) is not adopted, revised amendment(s) and/or repeal(s) may be referred to the next Intergroup meeting.

- Revision incorporated, September 1981
- Final adoption of bylaws, November 1981
- Intergroup revisions approved, May 1983; Incorporated, February 1986
- Intergroup revision approved, January 1989; Incorporated, March 1989
- Revisions incorporated, August 1990
- Adoption from WSO by Intergroup approved, April 1991
- Intergroup revisions approved and incorporated, April 1991
- Intergroup revisions approved, May 1999, November 1999, and March 2000; Incorporated, March 2001
- Intergroup revisions approved, May 2004; incorporated, November 2004; Amended, March 2005
- Intergroup revisions approved, July 2016; Incorporated, September 2016
- Intergroup revisions approved, July 25, 2019; Incorporated, September 2019
- Intergroup revisions approved, May 27, 2021; Incorporated June 2021
- Intergroup revisions approved and incorporated Sept. 2023

## **Article XII – Appendix of bylaws**

### **Service Board Position Descriptions (each position’s duties defined)**

#### **Section 1: Duties of the Service Board Chairperson (Organizational Development Committee Chair)**

Lead through stewardship and facilitation the business and activities of the Intergroup, specifically support of the Service Board, helping maintain bench strength - with special consideration to the Assistant Chairperson.

- a. Facilitate all Service Board and Intergroup meetings
- b. Conduct annual (or more frequent) Service Board planning sessions to provide direction on the needs of the organization
- c. Communicate the overall goals of the organization and ensure that the committees are well aligned to work together towards common long-term and short-term goals
- d. Ensure that organizational documents are updated on a consistent basis (Bylaws, others as needed)
- e. Organize committees with the best use of people, process, and technology; committees, members-at-large, paid employees, volunteers, etc.
- f. Provide regular updates to the Service Board and Intergroup about goals and outcomes
- g. Strive to develop solid bench strength of Service Board so that there is continuity of service
- h. Ensure a smooth onboarding process for new Service Board members
- i. Encourage ISR participation at the committee level and use that as a forum to develop future Service Board members

## **Section 2: Duties of the Service Board Assistant Chairperson (Human Resources Committee Chair)**

Lead all aspects of Human Resource needs of the organization ensuring compliance to federal and state laws is correct and ensure the long-term wellbeing of all paid employees and volunteers within the “Service Center”.

- a. Lead operations within the “Service Center” to include paid employees and volunteers
- b. Manage performance expectations and development of the Program Director
- c. Ensure that the pipeline of volunteers is healthy to support the “Service Center” as well as the Beginners Meeting
- d. Ensure a smooth onboarding process for new Intergroup members
- e. In conjunction with the Fund Development committee, plan and carry out annual (or more frequent) open house at the Service Center
- f. Guide the Service Board on performance of the Program Director and recommendations about pay changes
- g. Fill in as Chairperson as needed

### **Section 3: Duties of the Service Board Treasurer (Finance Committee Chair)**

Provide continuous oversight of the funds flowing in and out of the organization, ensuring spending decisions support the work of the organization, allow for ample reserve, contain expenses, and align with revenue goals.

- a. Lead financial planning and management within the “Service Center”
- b. Manage performance expectations and development of the Bookkeeper
- c. Ensure that proper financial controls are in place and carry out needed financial duties in support of said controls
- d. In conjunction with the Fund Development committee, develop an annual budget in support of the financial needs of the organization
- e. Guide the Service Board on capital expenditures and recommendations about pay changes for the Bookkeeper
- f. Review analysis and trends to assess best way to communicate to the Service Board and Intergroup; strive for as much transparency as possible
- g. Fill in as Assistant Chairperson as needed

#### **Section 4: Duties of the Service Board Communication Chair (Communication Committee Chair) (2019)**

Lead internal and external communication for the organization to include print, web and media. Ensure branding is consistent with WSO guidelines and collaborative with the districts in the 9-county Southeastern Wisconsin area, Area 61(WIUPMI) and Alcoholics Anonymous. Work closely with the Board Secretary on areas of communication overlap.

- a. Lead communication planning and execution for AFG of Southeastern Wisconsin, Inc.
- b. Align all communication with the guidelines set forth by WSO and in accordance with the branding of the organization.
- c. In conjunction with the Group Outreach and Community Outreach committees, develop any needed communication and materials to support their efforts
- d. Guide the Service Board on recommendations pertaining to the development and design of the website
- e. Ensure that the website is updated in a timely manner
- f. Guide the Program Director on policies and procedures for document management
- g. Fill in for a Service Board Officer if needed

## **Section 5: Duties of the Service Board Secretary**

- a. Provide accurate recording of minutes in all regular and special Intergroup and Service Board Meetings. Deliver digital copy in a timely manner to Program Director for distribution to Intergroup and Service Board members.
- b. Work with Communication Chair on any overlapping communication issues.
- c. Serve on the Communication Committee
- d. Fill in for other Service Board Officers if needed

## **Section 6: Duties of the Service Board Fund Development Committee Chair**

Lead efforts to raise awareness of the “Service Center” about our tradition of self-supporting through: Group Donations, Literature Donations and Events

- a. Raise awareness about our financial support model for AFG of Southeastern Wisconsin, Inc.
- b. Create additional pipeline of qualified fund development where appropriate and ensure that any method of donation is as simple as possible
- c. Ensure the method of receiving funds and forms of payment are current with the market
- d. In conjunction with the Treasurer, manage the ecommerce aspect of funding
- e. In conjunction with the Finance committee, help advise with the development of an annual budget in support of the financial needs of the organization
- f. In conjunction with the Group Outreach and Community Outreach committees, support their efforts
- g. Ensure the ongoing health of the annual fundraising event
- h. Develop sub-committees in support of committee work, especially Events
- i. Fill in as Service Board Officer if needed

## **Section 7: Duties of the Service Board Community Outreach Committee Chair**

Lead efforts to raise awareness of the work and value of the Al-Anon Family Groups of Southeastern Wisconsin, Inc., specifically related to underserved communities. Develop relationships with alliance organizations, both public and private.

- a. Raise awareness within underserved communities about services offered by the “Service Center” and the 9-county area it serves.
- b. Create an ongoing communication and support program to ensure connectivity with institutions.
- c. Ensure the health of donating new and used literature for redistribution to underserved communities.
- d. In conjunction with the Group Outreach committee, support Alateen Sponsor Certification Program (AMIAS)
- e. In conjunction with the Communication committee, ensure communication about AFG of Southeastern Wisconsin is well publicized
- f. Continue to define what is meant by “underserved” and develop programs to support a focused approach. Currently defined; Teens, Men, African American, Hispanic, Hmong and LGBTQ (lesbian, gay, bisexual, transgender and queer or questioning identities)
- g. Develop sub-committees in support of committee work, especially literature donation coordination
- h. Fill in as Service Board Officer if needed

## **Section 8: Duties of the Service Board Group Outreach Committee Chair**

Lead efforts to raise awareness of the work and value of the “Service Center” specifically related to participation in donations, decision-making and service. Create an ongoing communication and contact program to ensure connectivity with all registered groups in the 9-county area.

- a. Raise awareness about our services offered by the “Service Center”, the need for financial and volunteer support, and assist registered groups in their understanding of the Intergroup’s decision-making process
- b. Increase participation of ISRs from groups that do not regularly attend the Intergroup meeting
- c. Visit and educate registered groups that DO NOT have an ISR of the importance of that position
- d. In conjunction with the Community Outreach committee, support the development of new groups, particularly Alateen and in other underserved communities
- e. In conjunction with the Communication committees, ensure communication about special events are well publicized
- f. In conjunction with the Human Resources committee, support the ongoing health of participating ISRs
- g. In conjunction with the Community Outreach committee, organize and support Alateen Sponsor Certification Program (AMIAS)
- h. Fill in as Service Board Officer if needed

## **Section 9: Duties of the Service Board Member-at-Large positions**

- a. Specific descriptions for each Member-at-Large position should be determined, documented and communicated to the person taking the role and the to Intergroup at a regular meeting.

### **Duties of the Service Board Member-at-Large Alateen Coordinator**

1. Alateen coordinator should be an Al-Anon member with or in the active process of getting AMIAS certification (Al-Anon Member Involved in Alateen Service). This includes:

- a. Being an Al-Anon member who regularly attends Al-Anon meetings
- b. Age is at least 23 years old
- c. Having at least two years in Al-Anon, in addition to any time in Alateen
- d. Having not been convicted of a felony, not been charged with child abuse or any sexually inappropriate behaviors and have not demonstrated emotional problems which could result in harm to Alateen members

*Bullet points a-d are required by WSO for AMIAS certification*

2. The primary objective of this individual is to serve as an information conduit between the Intergroup/broader Al-Anon community and local Alateen Groups and Alateen Community as a whole. Toward this end, this individual will keep the Intergroup informed of Alateen events, developments or new meetings, and provide regular reminders regarding Alateen needs of support from the Al-Anon community.
3. Keep all Alateen group sponsors informed about the Midlake Conference and scholarships available.
4. Assist the Area Alateen Process Person with annual AMAIS recertification
5. It is preferred, but not essential to have sponsored an Alateen group for six months or more.

### **Duties of the Service Board Member-at-Large Alateen Liaison**

1. This individual will be an active member in the Alateen program
2. This person will help to serve as an information conduit between the Intergroup and local Alateen Groups and the Alateen Community as a whole. Toward this end, this individual will work with the Alateen Coordinator (providing there is one) and keep the Intergroup informed of Alateen events and developments or new meetings, and provide regular reminders regarding Alateen needs of support from the Al-Anon community.

