



AL-ANON FAMILY GROUPS, Alberta/N.W.T. AREA

Guide for Al-Anon Information Services (AIS-Calgary)

Welcome

Thank you for agreeing to represent your Al-Anon or Alateen group at AIS. You may have accepted this service as the AGR (Alternate Group Representative) or the ISR (Information Services Representative).

What is Calgary AIS?

AIS stands for Al-Anon Information Services. Its purpose is to coordinate services that affect more than 40 groups in the 4 districts located in Calgary and area.

What is the difference between districts and AIS?

There are 4 districts in the Calgary Area:

District 3 – SE Calgary: district03@al-anon.ab.ca

District 4 – SW Calgary: district04@al-anon.ab.ca

District 5 – NW Calgary: district05@al-anon.ab.ca

District 6 – NE Calgary : district06@al-anon.ab.ca

Each district elects a District Representative (DR) who forms a committee, made up of the Group Representatives (GRs) in the district, to provide information and support to the groups in the district. In Calgary, Districts 3 & 4 organize a spring workshop and Districts 5 & 6 organize a fall workshop. The 4 DRs, AIS chair and AIS coordinators also meet periodically to discuss issues affecting Calgary Al-Anon and Alateen and to ensure communication, cooperation and smooth coordination of activities.

What does Calgary AIS do?

- organizes, manages and pays for a 24-hour telephone information line – 403-266-5850
- coordinates monitoring of the 24-hour telephone line – sometimes callers want information other than the address of a meeting. Each group in Calgary is assigned approximately one week a year when it is responsible to provide names of volunteers who can be called upon to speak to a caller
- serves as a point of contact for professionals and others seeking more information about how Al-Anon and Alateen work
- coordinates public outreach activities such as participation in Recovery Day (<https://www.facebook.com/RecoveryDayCalgary/>) and in the Alberta Health Services (AHS)

Addiction Services – Community Supports Module to help make Al-Anon and Alateen better known in the Calgary area

- holds five meetings each year (currently the first Monday of February, April, June, September and November) to discuss and make decisions on issues affecting groups in the Calgary area
- publishes a newsletter (in February, April, June, September and November) with information regarding local Al-Anon and Alateen events, reports on AIS activities and AIS financial status
- liaises with Alcoholics Anonymous for AA events with Al-Anon participation, specifically the annual AA Banff Roundup in March and the Gratitude Roundup in June
- the AIS Chairperson reports on AIS activities to the AB/N.W.T. Area Assemblies in May and September and reports back items of interest to AIS
- maintains a mailing address (**P.O. Box 512 Stn. M, Calgary, AB T2P 2J2**) and individual e-mail addresses for its officers and coordinators
- cooperates and liaises with the local Districts for outreach activities

Where are the meetings held?

Meetings are held at the Lutheran Church of our Savior, 8831 Fairmount Dr. S.E. Calgary at 7 pm on the first Monday of February, April, June, September and November (please enter by the back door).

How long are the meetings?

Every effort is made to keep the meetings to one hour.

Who attends AIS?

In keeping with the principles of rotation of service, the positions are elected every 3 years.

Current term - January 2019 - December 2021

The AA Roundup Liaisons serve for one year only.

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|-------------------------------------|------------|--|
| • Chair | Sally K | calgarychairperson@al-anon.ab.ca |
| • Alternate Chair | Vacant | calgaryaltchair@al-anon.ab.ca |
| • Secretary | Carolyn M | calgarysecretary@al-anon.ab.ca |
| • Treasurer | Anita A | calgarytreasurer@al-anon.ab.ca |
| • Monitoring Coordinator | Vacant | calgarymonitoring@al-anon.ab.ca |
| • Alateen Coordinator | Ian H | calgaryalateen@al-anon.ab.ca |
| • Public Outreach Coordinator | Carol B | calgarypublicoutreach@al-anon.ab.ca |
| • Newsletter Coordinator | Cathy | calgarynewsletter@al-anon.ab.ca |
| • AA Banff Roundup Liaison 2019 | Carol G | |
| • AA Gratitude Roundup Liaison 2019 | Lorraine F | |
- AGR (Alternate Group Rep) or ISR (Information Services Rep) from each of the 40+ groups.
 - Any Al-Anon member who wishes to attend.

Currently, about 25% of groups send a representative.

Who is a voting member of the AIS?

- Each group has one vote. The AGRs or ISRs from each group vote.
- AA members cannot vote at AIS meetings.

- Al-Anon members can participate in the discussions, however, only AGRs and ISRs or their replacement can vote.
- The officers and coordinators vote only if they are representing a group.

What is my role as AGR or ISR?

The service structure of Al-Anon and Alateen from World Service Office to the areas and districts and group levels takes time to understand. This may be your first service position outside your group. Don't be afraid to ask questions - ask at the AIS meetings, ask your group rep and ask again if you need to. Ask your group rep for a copy of the Al-Anon/Alateen *Service Manual* 2018-2021.

- Represent your group **as a voting member** at 5 AIS meetings per year (September, November, February, April and June) or find a replacement
- Participate in discussions and decisions on AIS related issues
- Report to AIS any of your group's questions, concerns, activities: anniversary, gratitude or speaker meetings, etc.
- Report information/updates/ideas from AIS to your group
- Notify AIS of any changes to your group's meeting time or location
- Ensure every member of your group knows about the Calgary AIS newsletter and how to subscribe
- Bring financial donations from your group to the AIS treasurer at AIS meetings or have your treasurer send by mail.

Will there be a "Tradition 7" collection at AIS?

No. AIS expenses are covered by the groups' donations to AIS.

What are AIS Calgary's expenses?

Big Sky answering service	\$227/mo
Telephone Line	\$37/mo
Bank Charges	\$5/mo
Rent	\$10/meeting
Postal Box Rental	\$200/year
Public Outreach & other expenses as voted by members	

How should I prepare for my role as an AGR or ISR?

- Ask your group rep for a copy of the Al-Anon/Alateen *Service Manual* 2018-2021
- Ask someone who has done service for a while to be your service sponsor – someone you can reach out to between meetings to better understand issues and your service role
- Read the agenda and past minutes and other material sent before each meeting
- Bring a pen, notepad, laptop or tablet for notetaking

Where does the Al-Anon bookstore fit in?

While the bookstore is located in Calgary, it is a service of the Alberta/N.W.T. Area referred to as:

Alberta Central Service Office Alberta (ACSOA)

Ann McCaig Building, 303 Forge Road SE

Calgary, AB T2H 0S9

P: (403) 287-3397

E: order@al-anonBookstore.ca

W: www.al-anonbookstore.ca

HOURS OF OPERATION:

Wed. 9:30 AM – 4:30 PM

Thur. 9:30 AM – 4:30 PM

RESOURCES

- *Al-Anon/Alateen Service Manual 2018-2021*
- Alberta/NWT website: www.al-anon.ab.ca (for members tab, Password: Area80)
- World Service: www.al-anon.alateen.org/members

COMMON ACRONYMS

Here is a list of common Al-Anon acronyms, or initials. This list is to help service members become familiar with our service terminology.

AAPP	Area Alateen Process Person
ACSOA	Al-Anon Central Service Office Alberta (Bookstore)
AFG	Al-Anon Family Groups
AFG, Inc.	Al-Anon Family Group Headquarters, Inc., World Service Office
AIS	Al-Anon Information Service (Intergroups in Calgary & Edmonton)
AMIAS	Al-Anon Member Involved in Alateen Service
AWSC	Area World Service Committee
AWSCM	Area World Service Committee Meeting
CAL	Conference Approved Literature
CMA	Current Mailing Address
DR	District Representative
GR	Group Representative
LDC	Literature Distribution Centre
ODAT	One Day at a Time
PO	Public Outreach
PSA	Public Service Announcement
WSC	World Service Conference (an event)
WSO	World Service Office (a location)