



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

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

Welcome

Thank you for agreeing to represent your Al-Anon or Alateen group at Calgary AIS as your group's **Information Services Representative (ISR)** or **Alternate Group Representative (AGR)**. The [Al-Anon/Alateen Service Manual \(P24/27\)](#) is an excellent reference for all service positions. This guide aims to help you understand how your service fits with Calgary AIS, and how Calgary AIS fits within Al-Anon service overall.

What is the purpose of Calgary AIS?

The purpose of **Calgary Al-Anon Information Services (AIS)** is to coordinate services for the more than 40 groups in the [four Al-Anon districts](#) in the Calgary area. The groups that are part of Calgary AIS include all groups in Districts 3, 4, 5 and 6:

- District 3 (email: district03@al-anon.ab.ca) includes Al-Anon/Alateen groups in **SE Calgary**
- District 4 (email: district04@al-anon.ab.ca) includes Al-Anon/Alateen groups in **SW Calgary**
- District 5 (email district05@al-anon.ab.ca) includes Al-Anon/Alateen groups in **NW Calgary and Canmore**
- District 6 (email district06@al-anon.ab.ca) includes Al-Anon/Alateen groups in **NE Calgary, Airdrie and Strathmore**

What does Calgary AIS do?

The role of an Al-Anon Information Service (AIS) is found on p. 66 of the [Al-Anon/Alateen Service Manual \(P24/27\)](#). **For groups in the Calgary area, Calgary AIS:**

- Holds five Calgary AIS meetings each year (the first Monday of February, April, June, September and November) to discuss and make decisions on issues affecting groups in the Calgary area
- Organizes, manages and funds a 24-hour telephone information line, 403-266-5850
- Coordinates monitoring of the 24-hour telephone line with Big Sky Call Centers. Groups in Calgary are scheduled for approximately one week a year to monitor. When monitoring, the group provides volunteers who Big Sky can contact when a caller wants to speak to an Al-Anon member.
- Maintains a list of Al-Anon & Alateen meetings in the Calgary area (Districts 3, 4, 5 & 6)
- Serves as a point of contact for anyone seeking more information on Al-Anon and Alateen
- Coordinates public outreach activities to increase awareness of Al-Anon and Alateen in the Calgary area.
- Publishes the Calgary AIS Newsletter (February, April, June, September and November editions) with information on local Al-Anon and Alateen events, and reports on AIS activities/finances
- Liaises with Alcoholics Anonymous for AA events with Al-Anon participation, including the annual AA Banff Roundup in March and the Gratitude Roundup in June
- Reports on AIS activities to the AB/N.W.T. Area Assemblies in May and September
- Maintains a mailing address (P.O. Box 512 Stn. M, Calgary, AB T2P 2J2)
- Cooperates and liaises with the local Districts for outreach activities

How often and where are Calgary AIS meetings held?

Calgary AIS meetings are held at 7:00 pm on the first Monday of February, April, June, September and November. Every effort is made to keep the meetings to one hour. During the COVID-19 pandemic, the meetings are held using Jitsi meeting: https://meet.jit.si/Al-Anon_Information_services_Calgary_AB. In person Calgary AIS meetings are held at the Lutheran Church of our Savior, 8831 Fairmount Dr. S.E. Calgary (please enter by the back door).

Who attends Calgary AIS meetings?

All Al-Anon/Alateen groups in the Calgary area are encouraged to send a representative (the group's **Information Services Representative (ISR) or Alternate Group Representative (AGR)**) to Calgary AIS meetings. Any Al-Anon member in the Calgary area is also welcome to attend. In keeping with the principles of rotation of service, the service positions of Calgary AIS are elected every 3 years. The current term is January 2019 - December 2021. The AA Roundup Liaisons serve for two years.

The current service positions for Calgary AIS include:

- Chair
- Alternate Chair
- Secretary
- Treasurer
- Monitoring Coordinator
- Alateen Coordinator
- Public Outreach Coordinator
- Newsletter Coordinator
- AA Banff Roundup Liaison
- AA Gratitude Roundup Liaison

What is the role of a group's ISR/AGR in Calgary AIS?

The service structure of Al-Anon may take time to understand. Being your group's ISR/AGR and attending Calgary AIS meetings may be your first service position. Don't be afraid to ask questions - ask at the AIS meetings, ask your group rep and ask again if you need to. It may help to ask someone who has done Al-Anon service to be your service sponsor. The [Al-Anon/Alateen Service Manual 2018-2021](#) is a great guide and reference.

The role of the group's ISR/AGR at the Calgary AIS includes:

- Representing your group **as a voting member** at the five Calgary AIS meetings per year (or send a replacement)
- Reading the agenda, past minutes and other material sent before each AIS meeting
- Participating in discussions and decisions on AIS related issues
- Bringing forward to AIS any of your group's questions or concerns, and report on upcoming activities, including anniversary meetings, gratitude meetings and speaker meetings
- Reporting information/updates/ideas from AIS back to your group
- Notifying AIS of any changes to your group's meeting time or location
- Ensuring members of your group know about the Calgary AIS Newsletter and how to subscribe: www.al-anon.ab.ca. click *Members* (password: Area80), click *Calgary AIS*, then enter group email under *Subscribe*

Helpful resources

- Al-Anon Alberta/NWT website: www.al-anon.ab.ca (click *Members*, password: Area80)
- Al-Anon World Service Office website: www.al-anon.org