AIS CALGARY - CHAIR

Term: 3 years

This position requires a person who
　　　a) has been in Al-Anon for a few years and has participated in service beyond the group level
　　　b) has demonstrated leadership skills with experience in chairing meetings
　　　c) has a flexible schedule allowing them to be easily accessible by phone or email

Duties:

- Non-voting position unless to break a tie
- Liaise with 4 Calgary DRs to ensure information sharing, coordination and issue management
- Chair 5 AIS meetings per year (February, April, June, September, November)
- Prepare agendas, proofread meeting minutes and draft newsletter
- Prepare reports, information and updates for the Calgary newsletter
- Delegate responsibilities to Alternate Chair as appropriate
- Attend Area 80 Assemblies generally in Red Deer as a non-voting member
- Prepare a brief summary of AIS Calgary activities for each Assembly (approx 3 minutes)
- Attend Area World Service Committee Meetings (AWSCM) generally held in Red Deer as a voting member.
　　　* Mid-March: AWSCM Saturday 1 day (to set Agenda for Assembly)
　　　* May AWSCM - Sunday morning
- Welcome new and incoming members to AIS by providing orientation and introduction to the AIS structure, responsibilities and meeting processes
- Provide leadership to AIS Coordinators and AIS group representatives.
- Provide leadership and support on special projects
- Monitor and respond to AIS Calgary information email account (calgarychair@alanon.ab.ca; aiscalgaryinformation@gmail.com) and WSO ecommunities
- Ensure that all AIS activities follow Al-Anon traditions and concepts and Al-Anon
- Guideline for AIS (G-4) and the Al-Anon Service manual
- The time commitment of 3 - 4 hours/month is in addition to attending the AIS meetings. On occasion, all positions may require an additional time commitment for projects on an ad-hoc basis.