



GREATER ROCHESTER AREA
AIS SERVICE CENTER
June 2020

Events

<http://aisrochester.org/anniversaries.html>

AIS Monthly Meeting 2020 10AM

Faith Lutheran Church
2576 Browncroft Blvd, Rochester, NY

Upcoming Meetings

July 11
August 8
September 12
October 10
November 14
December 12

Checkout:



Al-Anon Calendar:

Twelve Creative people needed to design next year's fundraiser calendar. Please contact Ellen V. at ellenvzsemail@gmail.com or (585)402-275.

Be sure to check the website for minutes, flyers for these and other events.

LITERATURE

If you have a need for outreach literature, call AIS Rochester 288-0540. Loron, Rose, Beth or Outreach Committee person will follow up. We can bring literature for outreach to you-maintaining distance.

BOOK ORDERS

Please contact AIS Rochester for book orders.

RETURNED Books if you return books to AIS, we do not give refunds. We will keep these books to donate or help seed the literature of a new meeting. If you have a need for outreach literature, call AIS Rochester 288-0540. Loron, Rose, Beth or outreach committee person will follow up. We can bring literature for outreach to you-maintaining distance.

Donation Page

The donation page is now available and linked from the home page (aisrochester.org). Donations may also be made through the traditional mail

From the Treasurer's desk:

Important reminder to all members of Al-Anon, in these crazy times due to COVID 19 – please remember we will get through this crisis, the need for Al-Anon is still great. Per our service manual (Pg.56): "The Al-Anon Family groups support Al-Anon financially at all levels of service by contributing to: Their District, AIS, and service area (New York North) that service the group The World Service Office, which serves all groups" "AIS Rochester" donations still accepted – please note donation + AFG# / group name on check & mail to: AIS Rochester, 2480 Browncroft Blvd. Suite 140, Rochester, NY 14625. Thanks for your support

Be Part of Growing Al-Anon in the Greater Rochester area. Officers of Al-Anon Information Services rotate service and help new volunteers succeed in the positions.

An Al-Anon/Alateen member who is also a member of Alcoholics Anonymous is eligible to serve in all elected or appointed positions other than the following: AIS Chair, Vice Chair, Secretary, Treasurer, Intergroup Rep, ISR (Information Service Rep). They may hold these offices: Alateen Chair, Book Depot Chair, Finance Chair, Newsletter, Public Outreach Chair, Website Chair, Website Tech, Activities Chair.

See below for Job Descriptions information at Rochester AIS website or call 585-485-0396

OFFICERS

Vice-Chair

- Serves in the absence of the Chairperson and/or Secretary.
- Can appoint a temporary secretary.
- May act as welcoming liaison for new ISRs.
- Chairs the Nominating Committee.



GREATER ROCHESTER AREA
AIS SERVICE CENTER

June 2020

- Reviews By-Laws and recommends updates and provides them for posting on the website.

Treasurer (By-Laws)

- Handles all financial matters and maintains appropriate accounts through recognized financial institutions.
- The Treasurer and Chairperson will have the power to authorize checks.
- Maintains appropriate records.
- Gives oral financial report at monthly AIS meetings.
- Provides a written monthly report for the Newsletter and the AIS Office.
- Is responsible for preparing and filing of all necessary forms required by city, county, state or federal government.
- Maintains books for Annual Review.
- Is an ex officio member of the Finance Committee.

Additional Information:

The treasurer must be able to work with:

- PC Computer
- Online Banking
 - Deposits
 - Check Issue
 - Printing statements and canceled checks
- Work with Microsoft Word, Microsoft Excel, Acrobat and PDF files.
- Email setup, sending and receiving.
- Using tax exempt purchases for office.

Alateen Chairperson (By-Laws)

Maintains up-to-date information about and coordinates Alateen activities in the AIS area. Communicates and cooperates with the New York North Alateen Coordinator. Adheres to area Alateen guidelines.

Website Chairperson (By-Laws)

- Works along with and assists Web Tech.
- Proofreads website for accuracy.
- Provides a monthly traffic report.

Web Tech (By-Laws)

- Uses WSO's guidelines (G-40) for the website information.
- Is responsible for updates of the website.
- Maintains, monitors and updates all components of the website.
- Responds to or forwards online requests for information and/or services.

Additional Information:

The Web Tech must be able to:

- Design websites
- Program
 - Web pages
 - Menu
 - Forms with security
- Develop and work with credit card gateways.
- Provide email accounts and instructions for use. Monitor email accounts for usage and spam. Understand email security.
- Manage domains, hosting and email accounts with the registrar.
- Work with the treasurer for paying registrar services.
- Upload/edit web using FTP (File Transfer Protocol).
- Experience with a variety of software but not limited to:
 - FTP
 - Forms
 - Menus
 - Web pages
 - Image
- Work with CMS (Contact Management Systems) as needed.
- Provide file conversion such as text to PDF files.
- Image handling, optimization and editing.
- Design of mobile web site.
- Security certificates (SSL)
- Site maps and associated files.



GREATER ROCHESTER AREA
AIS SERVICE CENTER

June 2020

Newsletter Chairperson (By-Laws)

Compiles, publishes and distributes a Newsletter for AIS via e-mail and website.

Additionally:

The Newsletter Chairperson must be able to:

- Use email list
- Manage email list
- Insure anonymity of all mailings

Public Outreach Chairperson (By-Laws)

- Provides Al-Anon/Alateen information to the general public via the various media, and to professionals who are in contact with persons affected by the disease of alcoholism. Communicates and cooperates with the Districts and with New York North Public Outreach Coordinator.
- SPECIAL SERVICES: Provides Al-Anon/Alateen information for special-interest groups (i.e., hearing impaired, etc.).

Activities Chairperson (By-Laws)

- Coordinates special activities for AIS (such as the traditional spring Tureen Supper and fall Service Workshop).

Open Positions

Finance Chairperson(By-Laws)

- Reviews the financial records of AIS.
- Prepares and submits a written annual financial report to AIS by the end of the first quarter of each new year.
- Receives all Chairpersons' budget requests by September 1st.
- Prepares a preliminary Budget by October 1st. Provides the preliminary Budget to each Standing Committee for review.
- Receives the reviewed budget copy from the Standing Committees by November 1st.
- Presents the proposed Budget for publication in the December Newsletter.

- Presents and recommends the proposed budget for approval at the December AIS meeting.
- The Committee includes:
 - Finance Committee Chairperson
 - Treasurer
 - Up to three Al-Anon/Alateen volunteers.

Intergroup Rep (By-Laws)

A member appointed or elected by AIS. They provide a link between AIS and the New York North Area, exchanging information between the two. They vote at the AWSC as AIS representative, but not at the Assembly unless a GR. They may meet with districts to encourage participation at the AIS level and help coordinate projects between NYN Area Coordinators and AIS committees. (Service Manual current version)

Additional Information:

The Intergroup Representative writes up a report for the AWSC meetings and Assemblies. This report is usually posted on the NYN website 1-2 weeks before meeting.

Things said at meetings:

Step 1. "...that our lives had become unimaginable."

Step 6. Were ready to have God remove all these defective characters."

Tradition 1. "Our common warfare should come first."

Tradition 3. "...provided that as a group they have no other affliction."

Tradition 8 "...but our service centers may employ social workers."

--Forwarded by Mike H.