District 170 Coordinator Position

Information Connects Us
Service Strengthens Us

AISL

Area Information Service Liaison

A BRIDGE BETWEEN OUR DISTRICT, AREA AND THE WORLDWIDE FELLOWSHIP.



Position Purpose:

The AISL collects and shares information between the District, Area 10 and World Service, helping to keep our groups informed and connected. Through communication and collaboration, the AISL supports unity, carries the message, and helps strengthen Al-Anon's service at all levels.

Key Responsibilities:

SERVE AS DISTRICT'S AWSC VOTING MEMBER

Attend the Area World Service Committee (AWSC) as the District's voting member (meets twice a year).

ATTEND ASSEMBLY MEETINGS

Attend Area Assembly meetings twice a year as a non-voting member to collect and disseminate information to the District.

PREPARE REPORTS

Write reports for AWSC and Assembly (sent to the Area Secretary), including a contact list of District Coordinators and a brief summary of activities.

COMPILE DISTRICT COORDINATOR REPORTS

Gather and compile monthly reports from District Coordinators (e.g., Alateen, Archivist, Group Records, Institutions, Literature Distribution Center (LDC), Pipeline, Public Outreach, Speakers, Sunshine Fund, Telephone Answering Service, Webmaster and Where & When).

MONTHLY REPORT TO DISTRICT

Prepare a monthly report sharing current District activities and any information from Area 10 coordinators, AWSC and Assembly. This often includes forwarding emails from the Area Coordinators to District Panel members.

Time Commitment:

- ☑ Attend AWSC twice a year (three times in final year for turnover).
- ☑ Attend Assembly meetings twice a year.
- ☑ Compile monthly coordinator reports for District.
- ☑ Prepare and submit reports for AWSC, Assembly and District.
- ☑ Ongoing communication throughout the month.

Ideal Volunteer:

- ☑ Good communication and organization skills.
- ☑ Comfortable working with information and reports.
- ☑ Enjoys connecting with groups and sharing information.
- ☑ Willing to work with the District, Area and World Service.
- ☑ Committed to keeping information current and working with others in service.

What Happens at AWSC?

At the AWSC, all District Representatives and their AISLs work together on Area business, which includes: planning agendas, discussing and unifying groups, initiating service projects, reviewing interim business and other Area matters.

Sharing Information ... Strengthening Recovery

Service Today A Brighter Tomorrow