

Guidelines Of The Fort Worth Area Information Services

Article 1: Definition and Purpose

1.01 The Fort Worth Area Information Service (FWAIS) is a local service group established by Districts 8 and 14. It serves Tarrant, Palo Pinto, Erath, Parker, Hood, Sommersville, and Johnson counties. It provides telephone services, meeting lists, speaker's lists, works with professional communities and coordinates public information.

1.02 The purpose of the FWAIS is to aid the groups it serves in the common purpose of carrying the Al-Anon message to the suffering families and friends of alcoholics. It provides a vehicle through which the various Al-Anon groups and individual members may "carry the message" to families of alcoholics within the framework of the Twelve Traditions of Al-Anon. FWAIS shall provide the following services:

1. Maintains a listing in the Fort Worth Telephone Directory business pages as Al-Anon/Alateen Information Service and in the Southwestern Bell Yellow Pages under the listing Alcoholism Information & Treatment Centers.
2. Maintains a P.O. Box number so it can be registered with the World Service Office. FWAIS mailing address is P.O. Box # 470856, Fort Worth, TX 76147-0856.
3. A listing also appears in the pamphlet, Getting in Touch with Al-Anon, a publication for the public and professional community. In this way, potential members may be referred without revealing the name and address of any Al-Anon or Alateen member.
4. Maintains an updated list of District 8 and 14 Group Representatives, Alternate GR's or AIS Representatives from each group with mailing addresses and phone numbers.
5. Channels any mail to the appropriate Al-Anon/Alateen group. A list of group contacts, with addresses and phone numbers should be kept up to date for this purpose.
6. Pays monthly expenses to a professional answering service.
7. Prints and distributes a monthly newsletter of local activities and group changes. Our Traditions suggest it should not serve as a means of promotion for various alcoholism-related activities or organizations, nor should it contain quotes from outside publications.
8. Serves as an avenue for local public information and institutions work, which is channeled through the districts when possible.
9. Holds monthly meetings where activity reports are made and notes are taken on matters affecting member groups, e.g. group changes. Group problems may be discussed. Problems not resolved by applying the Traditions and referring to the Al-Anon/Alateen Service Manual may be taken to the Area World Service Committee via the liaison member. If no solution is found, the World Service Delegate may then contact the WSO to draw on the experiences of others.
10. All history will be maintained in a locked facility.
11. FWAIS's WSO number is #12967.
12. A slate of nominees for officers (see section #4 for a list of officers) to be prepared/or presented at the October FWAIS meeting. Election to be held at the November FWAIS meeting, to take office the following January 1.

Article 2: Membership and Information Service Representatives (ISRs)

2.01 Membership Any local Al-Anon or Alateen group who is registered with WSO may join. Joining is purely voluntary. No penalties are to be inflicted for nonconformity to Al-Anon principles, no fees or dues levied. Contributions are always voluntary. No member can be expelled from the fellowship; membership always is the choice of the individual. The group conducts its internal affairs as it wishes, only abstaining from acts that might injure Al-Anon/Alateen or AA as a whole.

2.02 Information Service Representative (ISRs) Each Al-Anon/Alateen group elects one member to represent it at the FWAIS. These representatives are the Information Service Representatives (ISRs). Alternate GRs may serve as ISRs, and GRs serve as their Alternates. ISRs shall serve for a period of three years.

2.03 Each registered Al-Anon/Alateen group has one vote. If the ISR is not present, the elected Alternate may vote.

Article 3: Meetings

3.01 FWAIS business meetings are at 2:00 PM on the last Sunday of every month except April and December. Each March or April a FWAIS Birthday Party is hosted by alternating groups from District 8 and 14. The FWAIS may budget funds to help support the party.

Article 4: Suggested Structure

4.01 Chairperson/Liaison - a member elected by the FWAIS which serves Districts 8 and 14. Duties of the Chairperson/Liaison are:

1. Provide a link between FWAIS and Area World Services Committee (AWSC) and encourages the exchange of information between the two.
2. Conduct monthly meetings.
3. Accept responsibility for meeting place arrangements.
4. Serve a three-year term.
5. Attend the West Texas Assembly (WTA) every spring and fall. Votes at the AWSC meeting but not at the assembly unless a Group Representative (GR.)
6. Reimbursed by FWAIS for one-way travel expense, registration fee and room expense for one night for the WTA.
7. Report in writing to the AWSC regarding FWAIS activities.

4.02 Alt. Chairperson/Liaison

1. Keep informed about activities at Information Service.
2. Fill in for Liaison/Chairperson when necessary.
3. Report at business meetings to the FWAIS.
4. Serve a three-year term

4.03 Secretary/Newsletter

1. Take minutes of monthly meetings.
2. Handle correspondence not channeled to specific committees.
3. Print and mail the monthly FWAIS Newsletter, thereby notifying all groups of changes and/or updates in the meeting list and circulating group news.
4. Report at business meetings to the FWAIS.
5. Serve a three-year term.

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6. Maintain a current list of GR's, Alternate GR's and/or FWAIS Representatives for Districts 8 and 14.

4.04 Treasurer

1. Manage funds, collect contributions, pays the bills and other budgeted expenses of FWAIS and keep an accounting record.
2. Provide a financial report to group members at monthly meetings.
3. The FWAIS may vote to approve non-budgeted expenses up to \$100.00. For any non-budgeted expenses over \$100.00, GR's will take the proposed expenses to their groups for consideration before voting.
4. Head a Budget Committee comprised of two other FWAIS members to establish an annual budget.
5. Audits will be done yearly by a program member outside of FWAIS.
6. Obtain mail from the P. O. Box.
7. Reports at business meetings to the FWAIS.
8. Serve a three-year term.

4.05 Telephone Coordinator

1. Attend monthly FWAIS meetings. Prepare monthly report (verbal or written) of meeting changes and answering service openings. Advise FWAIS of any unresolved problems concerning telephone service.
2. Prepare and distribute packets at the September meeting. Mail packets to groups that are not represented. (Packet includes: Letter to be read at all Al-Anon meetings, Sign-up sheet, group information update and return envelope. Packet may include request for speaker sign-up sheets for Al-Anon and Alateens.)
3. Collect completed packets from GRs at the October meeting. If packets are not returned contact GRs or visit groups to discuss the importance of telephone service work.
4. In November, contact all current volunteers whose names do not appear on new sign-up sheets. Compile new schedules from contacts and lists received. Give preference to returning volunteers.
5. In December, provide volunteers with new schedules, assignments, instructions and cycle sheets of other volunteers. Mail these packets to volunteer's residences or distribute them through reliable individuals or GR's.
6. Provide the answering service with a list of volunteers on a monthly basis.
7. Coordinate problems with the answering service and resolve conflicts whenever necessary.
8. Maintain close contact with new volunteers and encourage interaction. Maintain a list of substitutes and assist volunteers in locating their own replacements whenever possible.
9. Assist the Public Outreach coordinator in providing speakers and other related services when requested through the answering service.
10. Provide the professional community with meeting lists and Al-Anon information when requested through the answering service.
11. Provide Groups, volunteers, the Secretary and the Web Master with updated master meeting lists once a year to insure that correct information is given to the public.
12. Update meeting times and places as changes occur throughout the year and meetings are added changed_or deleted. Changes are identified at FWAIS monthly scheduled meetings. Communicate monthly changes to the telephone service volunteers through the Telephone Service Committee.
13. The Telephone Coordinator may form a committee to assist with the above.
14. Reports at business meetings to the FWAIS.
15. Serve a three-year term

4.06 Public Outreach Coordinator

1. Generate goodwill and facilitates the exchange of information between the FWAIS, the media, facilities and professionals.
2. Each district is to have a Public Outreach Representative who will coordinate with the FWAIS Coordinator.
3. Networks with the public to make Al-Anon and Alateen better known. Provide Al-Anon and Alateen speakers and meeting information for those in the professions seeking help for their clients.
4. Carry the Al-Anon message to others through editors, writers, television and radio.
5. A kit and guidelines are available from WSO and will be purchased and provided by FWAIS.
6. Develop and communicate methods members can use to bring the Al-Anon and Alateen presence to the families and friends of alcoholics who are in hospitals, treatment centers, correctional institutions and other residential facilities.
7. The Public Outreach Coordinator may form a committee to assist with the above.
8. Reports at business meetings to the FWAIS.
9. Serves a three-year term.

4.07 Alateen Area Coordinator

1. Maintain close contact with all Alateen Groups and sponsors in Districts 8 and 14.
2. Schedule regular meetings with area groups and sponsors and reports Alateen information to Information Services meetings.
3. Assist the Public Outreach Coordinator in areas where Alateen input is requested.
4. Networks with the West Texas Al-Anon Assembly Alateen Coordinator.
5. Compile a list of Alateen speakers.
6. Reports at business meetings to the FWAIS.
7. Serves a three-year term.

4.08 Web Master/Coordinator

1. Position includes primary web-coordinator and alternate web-coordinator (to serve a backup).
2. Maintain an up-to-date list of group meeting information, current activities, and related information for the FWAIS, Districts 8 and 14. FWAIS web page is: www.Texas-Al-Anon.org/FtWorth. Maintain downloadable schedule format on the web (MS Excel file and corresponding PDF file). In general, the web schedule is updated via changes received from the FWAIS newsletter. Requests for website schedule changes should go through the FWAIS prior to making schedule changes.
3. Coordinate and cooperate with the Telephone Coordinator, Newsletter Editor and Texas Al-Anon Web Page Master. All Texas Web Page is: www.Texas-Al-Anon/Alateen.org
4. Reports at business meetings to the FWAIS.
5. Serve a three-year term.
6. If FWAIS funds the purchase of laptop computers and software to support web maintenance, the laptops are considered the property of FWAIS and will

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be relinquished back to FWAIS when the term is completed. The laptops are not for personal use/entertainment and should only be used for maintaining the FWAIS website.