

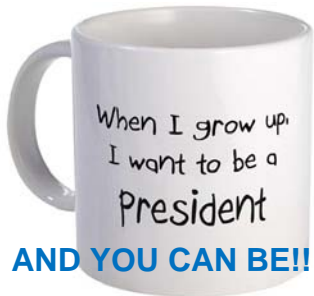


Al Anon Information Services and Literature Distribution Center

**OPEN POSITIONS!
SERVICE WORK!**

WHAT IS AIS??

Al Anon Information Services provide information about Al-Anon to the groups and to those who may wish to know more about us. Without AIS, there would be no local literature distribution, phone service, website, or other ways to share Al-Anon information with those who might need it. We need YOU in order to keep sharing our information so that all who need our program can find it!



MEMPHIS AREA AIS President

Schedules, attends and conducts AIS/LDC Board meetings; prepares agenda for the meetings; participates in planning and conducting AIS events.

MEMPHIS AREA AIS Vice President

Attends AIS/LDC Board meetings; helps other board members if needed; performs President's duties in President's absence; participates in planning and conducting AIS events.

MEMPHIS AREA AIS Website Coordinator

Attends AIS/LDC Board meetings; serves as liaison to Webmaster; updates printed meeting schedules, sends to printer, and arranges to have schedules delivered to District meeting; sends updated schedule to Webmaster to put on website; reviews website to ensure content and function is correct; participates in planning and conducting AIS events.



MEMPHIS AREA AIS Literature Co-Coordinator (Volunteer Coordinator)

Attends AIS/LDC Board meetings; sets and coordinates volunteer schedule for Literature Center; maintains and updates volunteers' info; ensures volunteer does inventory each month; assists in finding volunteers to substitute when others are absent; participates in planning and conducting AIS events.



MEMPHIS AREA AIS Liaison

Attends AIS/LDC Board meetings; checks P.O. Box and handles mail; prepares reports for and delivers reports at District meetings; delivers schedules to District meetings; keeps track of Group changes; attends Area World Service Committee and Assembly meetings in Nashville area; serves as link between AIS, District and Tennessee Area 52; participates in planning and conducting AIS events.

*****We URGENTLY need a volunteer to work the Literature Center on the 3rd Thursday each month, from 11AM to 1 PM.**

IF YOU ARE INTERESTED IN ANY OF THESE POSITIONS, PLEASE SEND AN EMAIL TO US AT mphsafg@yahoo.com.