

BOARD MEMBER POSITION

AL-ANON FAMILY GROUPS OF GREATER ST. LOUIS, INC.

JOB DESCRIPTION

General Information

The Board Member position at the Greater St. Louis Al-Anon Information Services (AIS) is responsible, as a participatory member of the entire Board, for supervising the management and operations of the AIS office in a responsible manner and in keeping with the principles, traditions and concepts of Al-Anon.

Qualifications

Those who wish to be nominated to serve as a Board Member must possess the following qualifications:

- Be an active Greater St. Louis Al-Anon Family Group member, and it is suggested that they have two years in Al-Anon, have a sponsor, attending meetings on a regular basis, working the Twelve Steps, with understanding of the Twelve Traditions and the Twelve Concepts of Service.
- Hold one service position at the group, district or greater St. Louis level prior to commencing being a member of the AIS Board.

Responsibilities as a Member of the Board

- Attend regular and special meetings of the Board as well as the monthly IR meetings. (The Board meets monthly. Once a quarter board meetings are in person; the other 2 meetings every quarter are by conference call. Board meetings generally last 75 minutes maximum. The Board's yearly schedule is set in December of the prior year, and on the weeknight that causes the least conflict with Board members regular Al-Anon meetings).
- A great deal of our communication is done via email and ownership of a computer and access on a regular basis is a requirement.
- Along with the other Board members, review and confirm policy and manage the business affairs of the AIS Office.
- Appoint and serve on committees as needed, including fund-raising events.
- If subsidiary services are formed, the entire Board will be primarily responsible for their policy and financial integrity.
- Along with the other Board members, confirm decisions regarding hiring and retention of employees.
- Along with the other Board members, review Treasurer Reports, annual budget and meeting minutes.
- Along with the other Board members, supervise and review an inventory of Conference Approved Literature taken by the staff.
- Along with the other Board members, present a proposed yearly budget to the IRs.

Term of Office

- 2 years. Board members are allowed to serve two consecutive 2-year terms of office.

PRESIDENT

- Create an Agenda and run Board and IR meetings
- Check bank account from time to time
- Renew bank signatory annually
- Update Insurance policy renewal
- Review Maplewood city business notifications
- Thoughtfully respond to multiple emails from board members and office employees
- Attend occasional Public Outreach, Office, and Website committee meetings as needed
- Help with ideas for raising funds
- Be a careful steward to keep expenses down
- Supervise updates to Policy and Procedure Manual or other documents
- Monitor activities to insure all are legal and within the bylaws
- Make suggestions about how to invest the reserves
- Provide IT and computer care for the office

VICE PRESIDENT

- Fill in for all President duties if President is absent or resigns
- Assists president with duties as needed
- Serve as liaison to the Public Outreach Committee

OFFICE LIAISON

- Communication to the AIS Board from the Office Staff
- Communication to the Office Staff from the AIS Board
- Hold monthly Staff meetings to discuss any issues or new directions for the AIS Office
- Clarification of and resolution to any issues within the office
- Review of applications for AIS Office positions and recommendations for new hires to the AIS Board
- Ensure the maintenance and distribution of AIS documents, such as Policies and Procedures Manuals, Training materials, and Board member information packets
- Answer phone calls, emails, texts from office personnel regarding day-today business

SECRETARY

- Document minutes from all Board meetings and monthly Intergroup Representative (IR) meetings and distribute for approval to all Board members
- Email a copy of the approved minutes, in PDF format, to the Al-Anon Information Service (AIS) Office and request to be stored on office computer
- Email a copy of the approved minutes, in PDF format, to the Website Coordinator and request to be posted to the Website
- Record attendance at the monthly Intergroup Representative (IR) meetings and email a copy, in PDF format, to the Al-Anon Information Service (AIS) Office and request to be stored on office computer
- If requested, assist the Board President prepare the agenda for Board and Intergroup Representative (IR) meetings

TREASURER (* or Accountant)

Overall Administrator for Quickbooks (QBO)*

Monthly:

- Post bank deposits on QBO*
- Reconcile bank accounts*
- Issue checks to vendors
- Process payroll for payment last working day of each month*
- Treasurer Report for Board meeting & IR meeting

Quarterly:

- File all payroll tax reports*

Annually:

- Prepare annual budget for Board approval
- Evaluate cash reserves for Board approval
- Prepare & file annual payroll reports*
- Prepare & file Form 990 tax return*

Biannually:

- Biannual reporting with Secretary of State