

Washington Metropolitan Area Al-Anon/Alateen Information Service (WMAAAIS)

## **ALTERNATE GROUP REP/ INFORMATION SERVICE REP DUTIES**

The Alternate Group Rep (AGR) serves as the Information Service Rep (ISR) for his/her group; if there is no AGR, then the Group Rep serves as the ISR. The ISR represents the group locally in the Washington Metropolitan Area Al-Anon/Alateen Information Service (WMAAAIS), at which each group has one vote. She serves as the group's communication link, bringing WMAAAIS news to the group and taking the group's ideas, suggestions, and news to WMAAAIS; this includes attending WMAAAIS business meetings, reading mail, reading and responding to email, and talking to WMAAAIS personnel by telephone.

Some of the specific duties of the ISR are listed below:

- Be sure that the group contact information is current and gets updated with WMAAAIS and WSO when it changes.
- Check the directory and web listing to be sure the group listing is correct.
- Check group contributions as published in the newsletter.
- Be sure that new treasurers know where and when to send group contributions.
- Circulate the newsletter at meetings and encourage people to read it.
- Encourage individuals to submit short personal sharings and program-related art to the newsletter.
- Encourage the group to buy books and pamphlets from the literature center.
- Send information about group and district events to the WMAAAIS office so it can be put on the web, in the newsletter, and distributed to other groups.
- Remind people at the meetings that meeting schedules, event information, and WMAAAIS announcements are on the web.
- Announce requests for volunteers for public outreach, and report the names to the Public Outreach Committee chair.
- Encourage members to report any potential public outreach opportunities to WMAAAIS.
- Announce requests for volunteers to answer phones at home, and report the names to the Home Calling Committee chair.
- Announce requests for volunteers to work at the service center when the Administrative Clerk is out, and report the names to the Service Center Committee chair.
- Ask the group for book donations for the spring workshop and fall luncheon.
- Announce requests for volunteers to sell tickets to the fall Luncheon.
- Encourage group members to come to the WMAAAIS business meetings when items of particular interest to the group will be discussed.

WMAAAIS has 9 meetings a year (4th Thursday at 7:30 pm) to which all ISRs are invited.

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