

INSTITUTIONS CHAIR

RESPONSIBILITIES:

Serve the District for a 1-year term beginning Jan 1st and ending Dec 31st. May serve continuously in this position for one or two more one year terms. Be available to transition newly elected trusted servant into position.

Maintain a current list of addresses, phone numbers, and other contact information for all Institutions in our District. This may include hospitals, jails, other correctional facilities, inpatient and outpatient treatment centers and shelters.

Make contact with Institutions staff to offer a Speakers Panel, using our designated format. Meetings may consist of patients and/or family members required to participate in treating the family disease of alcoholism. Provide literature, schedules, and poster(s) for display or distribution when speaking.

May assign an Al-Anon member to facilitate scheduling speakers for individual Institutions. Background checks may be required.

If necessary, fill in for any panel speakers that are unable to attend.

May establish and conduct committee meetings, orientations and workshops and maintain a working relationship with AA.

Share information with Public Outreach Chair.

Make announcements at recovery meetings, and may attend Group business meetings to encourage support and participation in Institutions.

Attend monthly District meetings; present an oral and written report. Make copies for DR and Secretary.

Submit written reports to the Area Institutions Coordinator by mail or email prior to Feb or August AWSC meetings.

Present a budget for expenses at the end of your term for the following year, to the District.

REQUIREMENTS:

One year of continuous attendance at Al-Anon meetings.

Have observed or spoken at Institutions panels.