

TELESERVICE CHAIR

RESPONSIBILITIES:

1. Serve 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.
2. Ensure that the 24 hour phone is carried by an Al-Anon member at all times.
3. Keep a log in the Teleservice Notebook, recording the number of calls received, where the caller obtained the number, and whether they are Al-Anon's requesting meeting information, or non-members requesting help.
4. Inform the following of any changes to the Teleservice phone number:
 - District 28 Panel
 - Neighboring Al-Anon and AA Districts
 - Seattle AIS
 - Washington Area Website Editor
 - Local newspapers, phone directories, et.
5. Keep a list of members willing to take calls. Any members answering the teleservice number must first attend a teleservice orientation.
6. Attend monthly District meetings; present an oral and written report. Make copies for DR and Secretary.
7. May establish and conduct committee meetings, orientations and workshops and maintain a working relationship with AA.
8. Renew phone minutes in March of every year. (See Treasurer's guideline for info).
9. Present a budget for expenses at the end of your term for the following year, to the District.

REQUIREMENTS:

1. Six months of continuous attendance at Al-Anon meetings.