

Duties of UTAH AREA AL-ANON/ALATEEN INFORMATION SERVICE Coordinator

The Area AAIS Coordinator is the Chairperson of the AAIS Board.

- a. Attends and participates (with voice and vote) in all AWSC meetings.
- b. Complete responsibilities are listed in the By-laws of the Al-Anon/Alateen Information Service.
- c. Presents an oral and written report at each Area Assembly covering activities of the AAIS Board since the last Assembly.

*excerpt from the UTAH AREA WORLD SERVICE COMMITTEE GUIDELINES APPROVED: March 19, 2022

Duties of the AAIS Chairperson

The Chair shall:

- a) Attend all meetings of the Utah Area Assembly and Area World Service Committee, and preside at all meetings of the AAIS Board and Board activities.
- b) Call special meetings when necessary.
- c) Create special committees as needed.
- d) Act as ex officio member of all committees.
- e) Be one of three authorized to sign checks, together with the Secretary and Treasurer.
- f) Supervise the Contract Worker, conferring with the AAIS Board on a regular basis and the Secretary and Treasurer on an emergency basis.
- g) Remain as an advisory member of the AAIS Board, as needed, during the term of the subsequent AIS Coordinator.

* excerpt from BY-LAWS OF THE UTAH AREA AL-ANON INFORMATION SERVICE/ LITERATURE DISTRIBUTION CENTER
Approved 20 Sept 2025 by the Utah Area Assembly