

SCV AFG Open Service Positions



TREASURER/OFFICER

Chief Financial Officer of SCV AFG Intergroup, keep and maintain adequate and correct accounts of Intergroup's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses; bookkeeping and quickbooks experience is recommended. 3 year commitment



INSTITUTIONS COORDINATOR & ALTERNATE

The Institutions Coordinator cooperates with the District 20, 21 and 22 to arrange for AI-Anon and Alateen meetings in hospitals, institutions for alcoholics' families, and other institutional type locations, guided by the literature available from AI-Anon Family Group Headquarters, Inc. 1 year commitment



TECHNOLOGY COORDINATOR & ALTERNATE

New position: Assist volunteers with technical issues related to hardware, software, and internet connectivity. Ensure that all computers, square system, printer and software are up-to-date and running smoothly, including regular updates and backups. Be back up to Website Coordinator for any technical needs. Conduct training sessions for volunteers on the effective use of technology used for hybrid meeting and software tools. 1 Year commitment



ALTERNATE COORDINATOR POSITIONS-1 YEAR COMMITMENT

Alternate Facilities Coordinator - assist the facilities coordinator which includes recruiting, scheduling and training volunteers to sell literature at the ARC and work with groups relocating their meetings to the ARC setting them up for success. contact Cristin B. for more information 408-644-5606

Alternate Insurance Coordinator - assist the Insurance coordinator in ensuring all groups contribute their annual donation for Insurance. contact Anita L. for more information 650-533-2581

Alternate Institutions Coordinator - assist the Institutions coordinator in setting up meetings in hospitals, institutions for alcoholics' families, and other institutional type locations

Alternate Special Events Coordinator - assist the Special Events coordinator in organizing and at least one major fundraiser a year from start to finish. Contact Terri M. for information 408-267-8858

Alternate Teleservice Coordinator - assist the Teleservice coordinator in taking phone calls from the public. Contact Nancy KR for more information 650-302-6369

Alternate Website Coordinator - assist the Website coordinator in keeping the SCV AFG's website updated with the most current information and managed the SCV AFG Google News Group. Contact Marilene for more information 408-429-0306

OTHER OPEN POSITIONS: DISTRICT 22 IS IN NEED OF A DISTRICT REP

Leads and guides the Group Rep. in the district. Must be an Incoming, outgoing or active past Group Rep who is elected by the Group Reps. Attends Committee meetings and Assembly's and helps the Delegate in passing along information from the World Service Conference. 3 Year Commitment -Contact Janet F. 408-202-2839