

Assist with the recording of the attendance at Service Committee meetings.

May be asked to be a co-signer of Service Center checks.

Attends Service Center Board Meetings as full member (voice and vote).

**CHAIRPERSON OF VOLUNTEERS:**  
**One year term, may be extended up to three years (based on vacancy guidelines)**

Coordinate with Service Center Coordinator and assist in overseeing the scheduling and training of volunteers for the Denver Area Service Center.

Assist in recruitment of volunteers and maintain a list of volunteers and a back-up list. List includes phone number and e-mail address of volunteers.

Oversee electronic calendar for volunteer coverage and contact volunteers if coverage is needed.

Attends Service Center Board Meetings as full member (voice and vote).

**MEMBER AT LARGE:** One year term, may be extended up to two years if required (based on vacancy guidelines)

1. Attend monthly Service Board and Service Committee meetings.
2. Bring a historical perspective to aid the Board in making decisions.
3. Familiar with KBDM practices and encourage adherence to our Bylaws along with the Steps and Traditions.
4. Attends Service Center Board Meetings as full member (voice and vote). This position will have the tie breaking vote at the Board Meetings.

**DASC LIAISON:** Three year term to correspond to the Area panel

This liaison position is elected by the DASC Service Committee to serve as the communication link between the DASC and the Area Assembly.

**Criteria:**

Must be a current, active member of Al Anon from one of the districts served by the Denver Area Service Center.

**Primary functions:**

Serves as primary contact person between the Colorado Area and the Service Center.

Attends Area Assemblies and reports Area activities to the Service Committee after each assembly. Attends Service Center Board Meetings as full member (voice and vote). Attends Service Center Committee Meetings (voice but no vote).

**Other considerations:**

DASC provides reimbursement for each assembly (as outlined in annual budget)



Prepared by DASC Office Coordinator

# Denver Area Service Center



## Board Positions

Love. Grow. Serve.

6000 E. Evans Suite 3-317

Denver, CO 80222-5424

303-321-8788

denver-al-anon@ecentral.com

The Denver Area Service Center is incorporated and the Policy Guidelines outlined below are a living document serving to describe how the Denver Area Service Center functions. These Policy Guidelines are an agreement between participating AI-Anon Groups in the Denver Metro Area and the Denver Area Service Center. These policies set forth means by which the Denver Area Service Center may provide services to the Denver Area.

The Denver Area Service Center requires a full Board in order to continue our service to the Denver Metropolitan Area. Our service provides Conference Approved Literature and much needed information to family and friends dealing with the family disease of alcoholism.

#### **SERVICE BOARD OFFICER DUTIES:**

All positions are elected by the Service Committee at the annual meeting in May. All Service Board positions have a voice and vote at the Board meeting. According to the bylaws "Each member of the Service Board is NOT a voting member of the Service Committee unless he/she is voting as a Service Representative for a group."

#### **CHAIRPERSON:**

**One year, or may be extended one year if required (based on vacancy guidelines)**

Preside and facilitate at all meetings of the Service Board and Service Committee, utilizing KBDM practices.

Be an ex-officio member of all standing committees and may appoint such committees as deemed necessary for the Service Committee.

May sign all Denver Area Service Center checks. The checks must bear the counter signature of the Co-Chairperson, Treasurer, Secretary, or the Service Center Coordinator.

Be responsible for the administration of the Service Board.

Prepare an evaluation instrument utilized by board members for the Office Coordinator evaluation in May.

Serve as a member of the Finance Committee.

Work with the Service Center Coordinator to set the agenda for Service Committee meetings.

Attends Service Center Board Meetings as full member (voice and vote).

#### **CO-CHAIRPERSON: Two-years; one served as Co-Chair, one year as Chairperson.**

Officiate in the absence of the Chairperson.

Participate as a member of the fundraising committees for the Service Center.

Serve as a member of the Finance Committee. May sign all Denver Area Service Center checks. Serve the unexpired term of the Chairperson, if necessary. Step into the role of the Chairperson at end of the co-chairperson tenure.

Attends Service Center Board Meetings as full member (voice and vote).

#### **TREASURER: Two years; may be extended one year.**

Serve as Chair of the Finance Committee. Including appointment of members.

Convene quarterly Finance Committee Meetings. Review all expenditures. Sign checks with co-signature of Chairperson, Co-Chairperson, Secretary, or the Service Center Coordinator. Two signatures are required on all checks.

Assist the office coordinator with preparation of the monthly financial report. This report should show all activity for the past month and year-to-date.

Review individual contributions from the office records. Provide an explanation of the reports and answer any questions at each Service Center Meeting.

Assist with the preparation of the annual financial report for presentation to the Service Committee at the May meeting. Review with the service center coordinator the taxes and the annual fiscal closing of the books. Assist with the preparation of the annual budget and present to the Service Committee at their September meeting.

Attends Service Center Board Meetings as full member (voice and vote).

#### **RECORDING SECRETARY: One year term; may be extended up to three years.**

Record minutes of all Service Board and Service Committee meetings. A copy of the board minutes will be made available to all board members, the service center coordinator and any Service Committee minutes to any absent member of the Service Board.

Assist with correspondence to members of the Service Committee and the Service Board.