

Northern California District 14 AFG Incorporated Guidelines
Approved June 2025

Information Line Coordinator

Eligibility

- Elected by District 14 for a three-year term or until the end of the current panel.

General duties

- The Coordinator or Alternate shall attend District 14 Monthly Meetings and report on current activities.
- Report all expenses to the Treasurer within 90 days with receipts for expenditures. They will also report contributions with a written record of all contributions.
- The Coordinator has the right to form a committee to assist in carrying out the functions of the Coordinator.
- The Coordinator or Alternate shall attend the budget meeting and submit a request to the Treasurer.

Information Line Number

The District 14 Information Line phone number is 925-932-6770. The District provides a cell phone to the coordinator for use as the Information Line.

Specific duties

1. Answer the Information Line with: "This is Al-Anon; how can I help you?" or "This is (your name), I'm a volunteer with Al-Anon. How can I help you?"
2. Make a note of the date, caller's name and phone number if given, or information the caller requested (example: meeting in Concord, Alateen, AA, etc.) for coordinator report at District business meeting.
3. Keep a supply of meeting lists, envelopes and stamps to mail out to newcomers and organizations on request.
4. Refer Spanish speakers to the Al-Anon East Bay Spanish Intergroup at 925-334-2040. This information is listed on the printed meeting schedule, along with contact numbers for other programs (AA, Nar-Anon, etc.)
5. There is a binder with more helpful details and a cell phone user guide available.

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