

**AFG Area 9 Service Structure Guidelines:  
Area Information Services Liaison (AISL)**

As an AISL at District:

1. Each District has the autonomy to create specific duties and authority for the AISL position. Please see your District Guidelines for specifics on your District obligations and duties.
2. AISL and DR work together on behalf of the Groups and Members in your geographic location.

As an AISL at AWSC:

1. You are responsible for attending the entire meeting. Meetings are scheduled at the Chairperson's discretion depending on Area needs.
2. You will receive reports, handouts and information that you will need to distribute throughout the District in line with your District Guidelines on Service Authority for the AISL.
3. You are responsible for having a report to the Panel, emailed by the date given by the Chairperson. This can be a combined report with the DR.
4. You are responsible for reading all reports prior to the meeting.
5. At AWSC you participate as a voting member of the current panel. Here you are serving the entire Area, not just your District.
6. You will be participating in Thought and Task Forces.
7. You are required to have a regular and dependable email presence for communication purposes.
8. You will need a working knowledge of the Service Manual.
9. You will need to have a thorough working knowledge of the Steps, Traditions and Concepts.
10. You will need to be an active member of Al-Anon: who attends meetings and works with a personal Sponsor. It is highly recommended to get a Service Sponsor as well.

As an AISL at Assembly:

1. You are there to serve on behalf of your District. Your District pays your way, and you are a vital part of the support network linking your Groups and District to Area and WSO. Your District Guidelines may assign other duties.
2. You will have to register for Assembly.
3. You will need to attend all sessions.

Updated by Policy Committee September 13, 2015. Discussed and updated at AWSC Feb 2016.

4. You and your DR will receive reports, information, handouts from the Area Panel and from other Districts. It is up to your District to decide how the information is channeled back to the Groups and Chairs in your District.
5. You may assist your District in any responsibilities (ie: FunShop, Registration, Hospitality, etc)
6. You are required to participate in Thought and Task Forces on various topics throughout the panel. This will require you to participate outside of the meetings by using email, Google docs and Conference calls.
7. At Assembly you do not vote, unless you are also representing a Group as GR. If you are attending as the AISL and a voting GR your Group pays your expenses (this is an Area financial practice).
8. You are responsible for writing a report (150 words) for The Legacy and having it in to The Legacy Coordinator by the deadline at the Chairperson's direction. These may be a combined report with the DR.