**APPLICATION FOR BOARD POSITION**

**AFG INTERGROUP SERVICE OFFICE, INC.**

**4833 S. Sheridan, Suite 414**

**Tulsa, OK 74145**

**918-627-9114**

**Applicant Information Date: \_\_\_\_\_\_\_\_\_\_\_**

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First Name Middle Initial Last Name

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Street Address Apt/Unit Number

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City State Zip

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Cell Phone Home Phone

Are you employed now? \_\_\_\_\_\_\_\_\_\_ Type of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment History: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(List Present or Most Recent Position)

**Skills: (**Accounting, Management, Legal, Publishing, Computer Software and Hardware Experience, Secretarial, etc.)

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(Please list **any** skills you might have that would assist you in serving on the Board.)

**REQUIREMENTS TO SERVE ON THE BOARD:**

1. Must be a member in good standing in Al-Anon for at least three years.
2. Served or serving as ISR, GR, DR, or Secretary/Treasurer of a Home Group.
3. Be willing to serve a three-year term on the Board and fulfill the duties of the office elected or assigned to. (Refer to list of Board Positions)
4. Set aside one to two hours monthly on the Second Saturday of each month to meet with the other Board Members for the business of the office.

**PLEASE MAIL TO THE ADDRESS AT THE TOP OR**

**RETURN THIS APPLICATION TO THE OFFICE.**

The board of directors is composed of nine members who serve for a three-year term of office with three members rotating out each year. Board meetings are held monthly on the second Saturday of the month from 10:00 a.m. to approximately 11:30 or 12:00. Board members are expected to attend all fund-raising events for the office, whenever possible. For the past several years, board members have hosted a party for the office volunteers. Every two years, the board members visit all the groups served by the office.

**Board positions are as follows:**

1. **President:**

Chairs monthly board meetings and prepares the agenda for the meetings. She/He is member of the executive committee, which is called on in case a decision is necessary between board meetings.

1. **Vice-President:**

Performs duties of the president when she/he is absent.

1. **Secretary:**

Takes minutes of board meetings and sees that the board members and the office get a copy of the minutes. After the minutes are corrected and approved, she/he sees that the office has a good file copy. She/He is a member of the executive committee.

1. **Alternate Secretary:**

Performs duties of the Secretary is her/his absence.

1. **Treasurer:**

Pays the office bills on a timely basis, reconciles the bank statement, and keeps the check book up to date by communicating with the office staff regarding deposits made. Provides information to the bookkeeper so the monthly financial statements can be made in time for the board meetings. She/He is a member of the executive committee.

1. **Happenings Coordinator:**

Cooperates with the office staff to prepare the quarterly “Happenings” in time for distribution at the quarterly ISR meetings.

1. **Area Liaison:**

Attends quarterly Area World Service Committee meetings on the Saturday nights before Area Assemblies and attends the Sunday Area Assembly meetings. The expenses are paid by our ISO. A report of the meetings is given at the next board meeting.

1. **ISR Liaison:**

Attends all ISR meetings, bringing current financial statements of the office and informing ISRs of the needs of the office. Brings minutes of the ISR meetings for the board members as well as any feedback from the ISRs.

1. **Office Liaison:**

Contacts office staff prior to monthly board meetings to bring any concerns to the board. Takes information from the board back to the office staff. This is the person the staff contacts when they have a problem.