

TELE-SERVICE COORDINATOR (*Volunteer Position*)

Attend all District meetings or send a representative to report on activities, problems and solutions pertaining to the Tele-Service from the previous month. Review past months meeting minutes and submit any corrections to the District Secretary.

Familiarize oneself with the duties of the Tele-Service Coordinator in the AI-Anon and Alateen Service Manual (see the AIS section) and WSO Guidelines.

At District meetings encourage feedback and make notes of all activities, problems and solutions pertaining to the Tele-Service reported by the Group Representatives and District Coordinators.

Prepare and maintain a call-in schedule for the groups responsible for calling in and present it to the District and the Newsletter Coordinator.

Create guidelines for groups with a description of what the responsibility of calling the District answering service to retrieve the messages are. Include whom to contact in case of emergency, how to handle long distance phone calls and how to answer difficult questions, with listing of other support group's phone numbers.

Periodically update emergency contact numbers at the District answering service.

Contact the District answering service periodically to see if calls are being picked up daily and, if not, bring to the attention of the Group Representatives by asking if there is some way we can help as a District.

Find out number of phone calls per month and report to District.

Maintain an AI-Anon listing in the local telephone directory.

Mail a meeting schedule to District answering service whenever changes occur.

Be available as a resource to all District 23 Groups, District 23 Coordinators, District 28 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Submit an estimated budget to the District Budget Committee.

A subscription to the *Washington Wanderings* is recommended.

Having a Service Sponsor is strongly recommended.

In March each year, submit a short report to the District of the past years events or activities