

M.A.I.S. Fact Sheet

Metro Atlanta Al-Anon/Alateen Family Groups Information

Updated 3/9/22

MISSION

The Metro Atlanta Al-Anon/Alateen Information Service (MAIS) is a local center established by groups in several adjoining Al-Anon/Alateen districts that contributes to a thriving Al-Anon/Alateen community in metro Atlanta by: providing access to resources and best practices from within the districts, area and WSO; distribution of literature; and community outreach.

MAIS depends on the active participation and financial support of Al-Anon members, groups, and districts in metro Atlanta; the sale of Conference Approved Literature (CAL), and other fundraising in accordance with the financial policy found in the *Al-Anon/Alateen Service Manual* to fulfill its mission. The MAIS office is run by Al-Anon volunteers and paid employees.

HOW IT SERVES

MAIS means Al-Anon and Alateen Resources, Literature and Outreach (A.R.L.O.) It functions service-wise as an arm of the districts providing a network of communication.

- Maintains a Literature Distribution Center (LDC) of Conference Approved Literature (CAL). Groups can order CAL for their members and take advantage of convenient local shipping or the ability to pick up the items themselves.
- Publishes an online schedule of Al-Anon/Alateen meetings in Metropolitan Atlanta and/or a link to meeting information on WSO and Area 11 websites.
- Maintains a website containing Al-Anon conference approved events.
- Publishes a newsletter, the *CenterPoint*, to communicate only Al-Anon and Alateen information to groups.
- Maintains a post office box and/or an office address to receive mail and for registration with Al-Anon Family Groups World Service Office and a listing in the current *Getting in Touch with Al-Anon/Alateen*.
- Maintains a listing in the local telephone directory.
- Receives mail, email, and phone calls and engages in other activities as an avenue for public information, institutional work, and Alateen activities.
- Holds bimonthly MAIS ISR (Information Service Representative) meetings on the second Wednesday night beginning in January that are attended by one MAIS representative from each group in the participating area, Alternate District Representatives, or a representative from the participating districts, and all past MAIS chairpersons. In addition, all officers and chairpersons attend the MAIS ISR meetings. Each MAIS Representative shall have one vote. The representatives from the districts shall have a voice but no vote.

What Happens at MAIS Meetings

MAIS Representatives, committee chairpersons, and officers conduct all MAIS business

Discuss and vote on matters that affect the groups and districts

Give reports

Distribute the *CenterPoint* newsletter

Plan for the annual anniversary celebration and workshops

All activities adhere to the Al-Anon/Alateen Twelve Traditions and Twelve Concepts of Service as clarified in the current *Al-Anon/Alateen Service Manual*.

- Elects a board that oversees the operation of the MAIS office. The board is composed of current MAIS officers, three prior MAIS Chairpersons, and representatives from the districts (either the Alternate DR or a member selected by the district). MAIS officers are Board Chair, MAIS Chair, Secretary, Treasurer, and the Office, and Technology Chairs.
 - The MAIS Board meets the second Wednesday night of every even-numbered month. The Board sets and maintains the annual budget, manages the MAIS office staff and related functions, and proposes motions for MAIS ISR meetings. The MAIS Board makes all decisions by majority vote of members present.
 - MAIS Board members serve a three (3) year term. All board members have both voice and vote. The *CenterPoint* Editor attends the Board meeting as a reporter only but may be called on to break a tie vote.
 - The MAIS Board elects a Board Chair from its present or immediate past members to serve a three (3) year term coinciding with the MAIS Chair's term. The election will be held at the February Board meeting.
- Functions by a set of adopted By-Laws approved by the MAIS ISR membership and carried out by an Executive Committee composed of the MAIS Chair, Secretary, Treasurer and Board Chair. The Board Chair and Treasurer will be on the bank signature card. Only one signature will be required for checks written.
- Reviews and updates these Guidelines once during each MAIS Chair's term.
- Hosts a MAIS Anniversary Celebration usually the second Saturday in January.

The committee chairs and officers serve 3 year terms that stagger and rotate as follows:

JAN - DEC as of 2021

CenterPoint Editor
 *Office Chair
 Outreach Chair
 *Treasurer

JAN - DEC as of 2022

Communications Chair
 *MAIS Board Chair
 (3 yr term is FEB - JAN)
 *MAIS Chair
 *Secretary
 *Technology Chair

*These are MAIS officers that serve on the MAIS Board

STRUCTURE

Information Service Representatives: Each group elects an experienced member as a MAIS representative. The suggested term is three years, but the length of the term is left up to the group. It is recommended that these candidates have been active in AI- Anon/Alateen for at least one year. If the MAIS Representative has to be replaced, a new MAIS Representative is elected to fill the unfinished term. In some metro Atlanta groups, the Alternate Group Representative is the MAIS Representative.

The MAIS Representatives are the only voting members of Metro Atlanta AI-Anon/ Alateen Information Service (MAIS) ISR meetings.

All AI-Anon members are eligible for service positions in MAIS, with the following exceptions: The MAIS Chair and the Treasurer must be a current or former MAIS representative; the MAIS Board Chair is selected from the current board or the previous board; and the MAIS Communications Chair position is not open to dual members (AI-Anon members who are also members of A.A.), due to the responsibilities of that position beyond the MAIS level.

If any Officer or Chairperson cannot finish a term, another qualified AI-Anon member is elected to fill the unexpired term.

If a MAIS Representative's term as an Officer or Chairperson extends beyond their term in the group, the member will continue to serve in their elected position but will not have a vote at the MAIS ISR Meeting since the newly elected Representative will vote for the respective group.

Duties of Officers and Chairpersons

Present or past MAIS Representatives can stand for MAIS Chair and Treasurer. Present or immediate past MAIS Board members can stand for Board Chair. Any AI-Anon may stand for the remaining elected committee chair and officer positions. The committee chairs and officers serve three-year terms.

MAIS Board Chair:

- Is an Officer of MAIS and a member of the Executive Committee.
- Oversees and proposes motions and is given authority to implement the fiduciary, strategic, and generative plans, policies, and decisions made by the MAIS body, and ensures that all activities are consistent with the organization's Vision, Mission and Guiding Principles.
- Keeps track of and helps facilitate the service work of each MAIS Board committee member.
- Is knowledgeable about all positions dealing with the office.
- Is available to field any questions pertaining to the office operation.
- Sets the agenda and presides over MAIS Board meetings.
- Helps recruit new Board members.
- Submits reports at all MAIS meetings and in the CenterPoint.
- Fills in for vacancies in positions dealing with the office.

MAIS Chair:

- Having no more authority than any other committee member, unless otherwise specified elsewhere, the MAIS Chairperson shall provide a focus for the MAIS service structure.
- Encourages and facilitates all MAIS activities.
- Plans all MAIS ISR meetings with the Executive Committee (Chairperson, Secretary, Treasurer, and Board Chairperson).
- Further develops the MAIS ISR meeting agenda in conjunction with the Secretary and/or the most senior member of MAIS.
- Presides over, without dominating, all MAIS ISR meetings.
- Calls any required special meetings.
- Shall be informed in writing by the responsible Outreach Chair, MAIS Communications Chair, Technology Chair, Office Chair, Anniversary Chair, and any special activity committee chairs of ongoing projects prior to the scheduled MAIS ISR meeting.
- Provides guidance and feedback to the Outreach Chair, MAIS Communications Chair, Technology Chair, Office Chair, Anniversary Chair, and any special activity committee chairs.
- Appoints Chairperson for annual anniversary activities, workshops and any special fundraising projects.
- Recruits qualified members to fill vacant MAIS officer positions and chairperson positions.
- Works closely with the MAIS organization's most senior member of staff.
- Ensures that decisions made at MAIS ISR meetings are on-track and implemented.
- Receives email and channels it to proper committee personnel.
- Acts as a spokesperson for MAIS.
- Shall be informed by the MAIS Board of all board activities.
- Serves on the Executive Committee and Board of MAIS.
- Submits reports at all MAIS meetings and in the CenterPoint.

Secretary:

- Takes minutes of all meetings and maintains a permanent file.
- Maintains an ongoing list by date of all motions voted on and passed for ready reference.
- Serves on the Executive Committee and Board of MAIS.
- Compiles historical records of MAIS and collects artifacts and records for scrapbook and/or other receptacles.
- Coordinates efforts with Area Archivist.
- Submits reports at all MAIS meetings and in the CenterPoint.

Treasurer:

- Acts as custodian of MAIS funds by tracking and reporting income and expenses and providing monthly reports.
- Prepares written financial reports for distribution to MAIS members.
- Makes all disbursements and maintains records of financial activities and makes records available for professional audit.
- Recommends annual budget and provides suggestions/input on fundraising and cost savings initiatives; and works with paid professionals to prepare and submit local, state, and federal financial reports.
- Initiates fundraising appeals.
- Serves on Executive Committee and Board of MAIS.
- Submits reports at all MAIS meetings and in the CenterPoint.

Office Chair:

- Supervises and inventories all literature movement of the Literature Distribution Center.
- Disseminates information pertinent to the production, sale, and distribution of Conference Approved Literature (CAL) through regular reports to MAIS, the MAIS Board and *CenterPoint*.
- Communicates with office workers about day-to-day office work.
- Gives office staff guidance about LDC business.
- Maintains job descriptions for staff and volunteers.
- Interviews and recommends volunteers/employees.
- Directs office staff in keeping the Office Manual current.
- Serves as contact for negotiating leases, insurance, and office purchases (Expenditures, including toner, over \$250 must be reviewed by the Executive Committee).
- Makes reports of office activities at all MAIS meetings.
- Consults with MAIS Chair and Board Chair about office concerns.
- Serves on Board of MAIS.
- Maintains open lines of communication with Georgia Al-Anon Central Services (GACS).

CenterPoint Editor:

- Publishes and distributes the CenterPoint.
- Solicits newsletter material.
- Sits on MAIS Board as a reporter but may be authorized to break a tie vote when such an occasion arises.
- Submits reports at MAIS ISR meetings.

MAIS Communications Chair:

- Represents MAIS at Area Assemblies and at Area World Service Committee (AWSC) meetings as a liaison to the Area. (MAIS Communications Chair has voice and vote in the committee).
- Communicates with member Districts of MAIS to encourage active participation in MAIS, and coordinates representation.
- Reports on MAIS at Area Assembly and AWSC, and on Area Assembly and AWSC at MAIS ISR meetings.
- The position is not open to dual members of AA and AI-Anon.
- Submits reports at MAIS ISR meetings and in the CenterPoint.
- Maintains distribution directory of all MAIS representatives and alternate district representatives.
- Sends out invitations for Board meetings and MAIS ISR meetings.
- Coordinates efforts with Area Group Records Coordinator.

Anniversary Chair:

- Is the head of the MAIS anniversary celebration committee.
- This position is appointed by the MAIS Chair.
- Submits reports at MAIS ISR meetings and in the CenterPoint.

Technology Chair:

- Responsible for maintenance and updating of information on MAIS website according to WSO guidelines and as approved by MAIS.
- Publishes a link to current Metro Atlanta meeting schedule or links to Area 11 www.ga-al-anon.org and/or WSO www.al-anon.org for current meeting schedule.
- Publishes a link to Metro Atlanta AI-Anon/Alateen events.
- Sets up and oversees technical aspects of Zoom meetings.
- Sets up and maintains e-commerce on MAIS website.
- Submits reports at all MAIS meetings and in the CenterPoint.
- Serves on Board of MAIS.
- Coordinates efforts with Area Webmaster and MAIS Communications Chair.

Outreach Chair:

- Assists groups and districts in providing AI-Anon/Alateen information to the public and the professional community.
- Receives calls and mail related to public outreach and Alateen activities and channels them through the appropriate district or group.
- Responsible for TV and radio announcements and other "attraction" methods.
- Initiates and develops Public Information projects.
- Maintains an AI-Anon/Alateen speaker list for use in metro Atlanta.
- Coordinates activities with the Area Public Outreach Coordinator and Area Alateen Coordinator.
- Lends aid to any Alateen Group as requested and encourages Alateen participation in MAIS.
- Submits reports at MAIS ISR meetings and through *CenterPoint*.
- Coordinates efforts among groups, districts, and public institutions.
- Helps the District Representatives set up new institutional groups and/or new groups that meet in institutions.
- Visits institutional meetings and aids in resolving group problems and/or applying Traditions to all functions.

M.A.I.S. QUICK GUIDE

Metro Atlanta Al-Anon/Alateen Family Groups Information

MAIS MEETING GUIDE

All MAIS business meetings are held via Zoom:

Meeting ID: 245 077 3085

Passcode: 004932

MAIS Information Service Representative (ISR) Meeting Information:

The MAIS ISR meetings are held the second Wednesday evening of odd numbered months at 7:30 - 9:00PM

MAIS Board Meeting Information:

The MAIS Board meetings are held the second Wednesday evening of even numbered months at 7:30 - 9:00PM

DONATIONS

Monetary donations can be made online via PayPal or credit/debit card; or mail a check. Make sure to include your group name and number on the check

CONTACT INFORMATION

Address:

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Decatur, GA 30030

P.O. Box:

3104 Briarcliff Rd. #98204
Atlanta, GA 30359

Website:

www.alanonatl.org

Email:

atlmaisoffice@gmail.com

Phone:

MAIS Office/Literature
Distribution Center
404-678-0467
GA Al-Anon Helpline
478-254-3414

GEOGRAPHIC SERVICE AREA

MAIS serves those Districts and Groups within phone area codes 404, 470, 678, and 770.

Districts with Metro-Atlanta groups represented by them include: 2, 9, 10, 12, 13, 14, 15, 16, 18, 19, and 21

