

M.A.I.S. Fact Sheet

Metro Atlanta Al-Anon/Alateen Family Groups Information Service

Updated 1/8/25

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 Georgia 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*.
- 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.
- 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

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*.

by the district). MAIS officers are Board Chair, MAIS Chair, Secretary, Treasurer, and the Office, and Technology Chairs.

- These elections will be held in the election year September ISR Committee meeting. The incoming officers and committee chairs will be mentored by the outgoing officers and committee chairs and will take office in January.
- 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 October Board meeting.
 - 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.
- 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.

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

3-year term starting
Jan 2026

*MAIS Board Chair
*MAIS Chair
*Technology Chair
Outreach Chair
Communications Chair

Next year the following
positions will be
elected three-year
term starting Jan 2027

*Treasurer
*Office Chair
*Secretary
MAIS Liaison
CenterPoint Editor

*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. 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 Al-Anon/ Alateen Information Service (MAIS) ISR meetings.

MAIS Officers and Chairpersons: All Al-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 Liaison position is not open to dual members (Al-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 Al-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.

Rotation of Service: Good service leadership depends on regular rotation of service. If there is no qualified candidate standing for election to a position, the predecessor officer or chairperson may fill the position for a maximum of one year, during which time the opening is announced at all MAIS meetings and in the CenterPoint.

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 Al-Anon may stand for the remaining elected committee chair and officer positions. The committee chairs and officers serve three-year terms.

Attendance at Meetings:

When an Officer or Chairperson is unable to attend a MAIS Board meeting and/or a MAIS ISR Committee meeting, that person is responsible for submitting a written report to the Communications Chair who will forward it to the Board Chair or MAIS ISR Chair, prior to the appropriate MAIS meeting.

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.

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.
- Presides over 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, MAIS Liaison, 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, MAIS Liaison, 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.
- 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 the Executive Committee and Board of MAIS.
- Submits reports at all MAIS meetings and in the CenterPoint.

Office Chair:

- Supervises, purchases, 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 \$500 must be reviewed by the Executive Committee).
- Consults with MAIS Chair and Board Chair about office concerns.
- Serves on the Board of MAIS.
- Maintains open lines of communication with Georgia Al-Anon Central Services (GACS).
- Fills in for vacancies in positions dealing with the office.
- Submits reports at all MAIS meetings and in the CenterPoint.

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 all MAIS meetings.

MAIS Communications Chair:

- Maintains distribution directory of all MAIS representatives and alternate district representatives.
- Sends out invitations for Board meetings and MAIS ISR meetings.
- Receives GR and/or DR changes from Georgia Area Group Records Coordinator.
- Communicates with member Districts of MAIS to encourage active participation in MAIS, and coordinates representation.
- Submits reports at all MAIS meetings and in the CenterPoint.

MAIS Liaison:

- Represents MAIS at Area Assemblies and at the Area World Service Committee (AWSC) meetings as a liaison to the Area. (MAIS Liaison has voice and vote in the committee).
- Reports on MAIS at Area Assembly and AWSC, and on Area Assembly and AWSC at all MAIS meetings.
- The position is not open to dual members of AA and Al-Anon.
- The MAIS Liaison's expenses to attend Georgia Area Assembly and AWSC will be paid for by MAIS
- Submits reports at all MAIS meetings and in the CenterPoint

Anniversary Chair:

- Is the head of the MAIS anniversary celebration committee.
- This position is appointed by the MAIS Chair.
- Submits reports at all MAIS 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 Georgia Area 11 www.ga-al-anon.org and/or WSO www.al-anon.org for current meeting schedule.
- Sets up and maintains ecommerce on MAIS website.
- Publishes a link to Metro Atlanta Al-Anon/Alateen events.
- Sets up and oversees technical aspects of MAIS Zoom meetings.
- Submits reports at all MAIS meetings and in the CenterPoint.
- Serves on the Board of MAIS.
- Coordinates efforts with Georgia Area Webmaster and MAIS Communications Chair.

Outreach Chair:

- Assists groups and districts in providing Al-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 in conjunction with the Area Public Outreach Coordinator.
- Maintains an Al-Anon/Alateen speaker list for use in metro Atlanta.
- Coordinates activities with the Georgia Area Public Outreach Coordinator and Georgia Area Alateen Coordinator.
- Lends aid to any Alateen Group as requested and encourages Alateen participation in MAIS.
- Submits reports at all MAIS meetings and in the *CenterPoint*.
- Coordinates outreach efforts among MAIS groups, districts, and public institutions.
- Helps the District Representatives set up new institutional groups and/or new groups that meet in institutions.

M.A.I.S. QUICK GUIDE

Metro Atlanta Al-Anon/Alateen Family Groups Information Service

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 7:00 - 8:00PM

MAIS Board Meeting Information:

The MAIS Board meetings are held the second Wednesday evening of even numbered months at 7:00 - 8:00PM

Duties of MAIS Representatives

Each of the many groups in the Metro-Atlanta area is encouraged to elect a MAIS Representative (or Alternate Group Rep) to represent their groups at MAIS ISR (Information Service Representative) business meetings where the groups share AI-Anon related information.

MAIS Representatives:

- Act as liaisons between their groups and M AIS.
- Vote on all matters of MAIS business (each group has one vote.)
- Report to their groups on motions passed at MAIS ISR meetings.
- Take announcements back to their groups.
- Ensure their groups have copies of the CenterPoint newsletter.
- Help plan and host the annual MAIS anniversary celebration.

CONTACT INFORMATION

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the church)

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