

Service Opportunities at the Australian General Service Office - September 2022

Chairperson of the Conference Committee

The members of this Committee are long-term Al-Anon members with experience organizing the annual Australian Service Conference.

The Conference Committee Chairperson -

- Is an active member of Al-Anon, regularly attending group meetings
- Attends and chairs Conference Committee meetings monthly
- Serves a three-year term
- Is a member of the Executive Committee which meets every two months

The *Purpose and Duties of the AGSO Conference Committee* document outlining in detail the duties of this committee and is available on request.

Editor of Spread the Word Newsletter

The Public Information Committee is looking for a member to produce the *Spread the Word Newsletter*, four times a year. *Spread the Word* is a communication link between the Public Information Committee and all Al-Anon members Australia-wide. This position can be filled by any member from anywhere around Australia. Previous copies are available to view. Updated formats and ideas are welcome.

AGSO Literature Department – Picking & Packing (service role)

This role requires one day per week attendance *preferably* (or, once a fortnight as a share role) working at the Australian General Service Office working with the Literature Officer to fill literature orders for Al-Anon members around Australia.

- **Picking and packing** involves working with the AGSO order form, as submitted by the customer, after the Literature Officer has worked with it.
- **The Picker's Job:** is to simply work through all the items on the Order Form, picking each item it turn, placing it more-or-less in sequence across the Picker & Packer's desk (often in rows) ready for checking.

A detailed description of this role outlining all aspects of the procedure is available.

There is also a less onerous admin role for a volunteer, restocking the shelves and general help in the literature department, one day per month.

If you are interested, or need more information, contact the General Secretary:

office@al-anon.org.au