District 26 Service Roles, Abridged Version (11/16/2026)

Hello to everyone considering volunteering for an Al-Anon service position above the group level! **Our district meeting is held once a month, on Tuesdays at 6:30pm, on Zoom.** All members are welcome to attend.

Here is a list of district service positions. Some have been filled; others are still open. If you're interested, please contact the "for more info" address. We think you will find District service rewarding. You'll not only be helping to keep the Al-Anon infrastructure in good flow, but while following the basic guidelines for each position you will be able to create your own version of the job. Lots of help is available both to get you started and to keep you going. Higher power is our ally! We're grateful for your enthusiasm and willingness to assist families and friends of alcoholics. Welcome!

OFFICERS

Officers must use full legal names on legal documents, bank accounts, etc. They must have been an active member of an Al-Anon or Alateen meeting in the district for one year.

District Representative (DR)

- Serves as interface between N. California Area and groups in our district; chairs monthly district meetings; represents district at three N. California Area committee meetings each year and at May and October Area assemblies.
- Must have served as a Group Rep and cannot be a member of AA. **For more info:** dr@alanonbythebay.org.

Alternate District Representative (Alt DR)

- Fills in for DR as needed.
- Must have served as a Group Rep and cannot be a member of AA. **For more info:** altdr@alanonbythebay.org.

Secretary

- Prepares agenda for monthly district meetings, takes meeting minutes (or arranges for someone else to do so), and circulates them to Group Reps and others. **For more info:** secretary@alanonbythebay.org.

Treasurer

- Maintains district checkbook, financial records and filings, attends monthly district meeting, and drafts yearly district budget. Needs basic experience with budgets and spreadsheets. **For more info:** treasurer@alanonbythebay.org

COORDINATORS

Access Coordinator

- Helps ensure that members with access issues are able to attend meetings that work for them. **For more info:** access@alanonbythebay.org.

AA Liaison

- Works with Alcoholics Anonymous in our area to foster cooperation on public outreach and other activities serving the purposes of the two fellowships and seeks to increase awareness of Al-Anon and Alateen within the AA community. **For more info:** aaliaison@alanonbythebay.org.

Alateen Coordinator

- Supports Alateen meetings and teens wishing to start a meeting and maintains contact with district and area Alateen officials.
- Must be a certified AMIAS (Al-Anon Member Involved in Alateen Service). **For more info:** DR@alanonbythebay.org.

District Alateen Process Person (DAPP)

- Oversees certification of Al-Anon Members In Alateen Service (AMIAS), maintains current AMIAS and Alateen group information, and works with the Area Alateen Process Person and Alateen Coordinator to assure safety of Alateen members.
- Must be a certified AMIAS (Al-Anon Member Involved in Alateen Service). **For more info:** DR@alanonbythebay.org

Diversity Coordinator

- Works to extend the hand of Al-Anon to populations that have traditionally been underserved by the program. **For more info:** diversity@alanonbythebay.org.

Events Coordinator

- Works with other Al-Anon members to initiate or support district events, such as workshops, holiday events, and “Day in Al-Anon”-type activities, and acts as coordinator for event volunteers. **For more info:** DR@alanonbythebay.org.

Group Records Coordinator

- Maintains current info about each district group, including the district roster; tracis holiday closures; facilitates groups’ reporting of changes to district, Area, and World Service; and notifies Area and World Service when a group disbands. **For more info:** records@alanonbythebay.org

Institutions Coordinator

- Works with other members to arrange speakers for New Bridge rehab in Berkeley approximately 12 times a year.

- Coordinates providing Al-Anon literature and speakers and helps set up meetings at institutions such as rehabilitation centers, hospitals, and jails. **For more info:** institutions@alanonbythebay.org.

Newcomer Liaison

- Each Newcomer Liaison coordinates a weekly newcomer meeting.
- Responsibilities include maintaining relationship with the venue, representing the meeting at district service meetings, arranging for or serving as secretary, collecting 7th Tradition and sending to District, and ensuring supplies of literature. **For more info:** tech@alanonbythebay.org.

Outreach Coordinator

- Works with other members to spread the Al-Anon message by, for example, organizing an Al-Anon presence at the Solano Stroll and local health fairs and getting information to therapists, schools, libraries, faith leaders, and health providers. **For more info:** outreach@alanonbythebay.org

Phone Service Coordinator

- Recruits and maintains a squad of 7 volunteers who check district phone line each day and respond to phone messages with accurate information. **For more info:** Phone@alanonbythebay.org

Tech Administrator

- Responsible for all the district electronic infrastructure, including proposing upgrades and changes.
- Manages the district listserve (groups.io) and website, administers district email accounts, domain registration, and Zoom accounts. **For more info:** tech@alanonbythebay.org.

Third Friday Speaker Meeting Coordinator

- Works with groups to organize the district's Third Friday Speaker Meeting, which meets monthly in person or on Zoom.
- Recruits groups to host and coordinates announcements, flyers, and info fo the district web site. **For more info:** 3rdfridayspeaker@alanonbythebay.org.

Web Coordinator

- Receives content about district events, meeting changes, holiday schedules, etc., and works with Tech Administrator to get it posted on the district web site. **For more info:** website@alanonbythebay.org.