

### **By-laws and Insurance Coordinator:**

Any active Al-Anon member, not necessarily a member of SIAFG, may serve as a coordinator. Co-Ordinators are appointed by the SIAFG Chairperson.

Must be well-versed in Al-Anon policy.

Is entitled to one vote at SIWSC meetings, and the vote shall be cast in person. No vote is allowed at the Area Assembly unless individual is also a Group Representative at the time.

#### **Skills:**

There are no special skills involved other than loving to read and, maybe, being a bit of a “detective.”

You will need a computer to make changes to the By-Laws, e-mail to send new By-Laws to the webmaster and whoever may request a copy, and a printer to print them out.

You must be able to attend SIWSC and Area Assembly meetings.

#### **Duties:**

1. Shall review procedures currently being followed by the SIAFG, calling to the attention of the Chairperson any variance between current practices and the SIAFG By-Laws;
2. Shall draft, or cause to be drafted for review, discussion and vote by the SIAFG any change to these By-Laws;
3. Shall maintain and update the By-Laws;
4. Shall review, analyze and make recommendations for the purchase of insurance;
5. Shall purchase insurance as authorized by SIAFG.

#### **How do I do this?**

1. By attempting to become as familiar with the By-Laws and our Service Manual as I can.
2. By attending all SIWSC and Area Assembly meetings.
3. By listening to the comments and ascertaining whether something that is being discussed can be furthered along with input from the guidelines of the By-Laws.
4. Attempting to make sure that all decisions made by the SIWSC and Area are staying within the guidelines of the By-Laws and our Service Manual.
5. By making the appropriate temporary changes to the By-Laws as needed when decisions are made at the SIWSC and Area level.

I love watching the process in action. A prime example was when the discussion of Reserve Fund was being discussed. I researched our Service Manual and our By-Laws for all guidelines on what would be considered appropriate, and brought my findings to Area. All sides had a chance to state their feelings on the subject, and then a decision was made. It was such a beautiful process to watch.