



Al-Anon Family Groups

INFORMATION SERVICE OF ORANGE COUNTY

**NEW INFORMATION SERVICE  
REPRESENTATIVE (ISR)  
ORIENTATION**



# WELCOME

## Thank you for your Al-Anon service!

Matt S., Chairperson

[Chairperson@ocalanon.org](mailto:Chairperson@ocalanon.org)



# AGENDA

- \* INTERGROUP EXPLAINED
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  - \* Objects of the Corporation
  - \* Service Board
  - \* OC AI-Anon Central Office
- \* AL-ANON SERVICE STRUCTURE
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- \* QUESTIONS?



# Intergroup Explained

- » Al-Anon Information Service of Orange County (AIS-OC)
- » 501(c)(3) Nonprofit Organization
  - » Registered with the CA Secretary of State and the IRS
- » AIS-OC Bylaws; governing document
- » Objects of the Corporation; outlined in the Articles of Incorporation:
  - » To promote unity of purpose and the growth of Al-Anon/Alateen groups in Orange County
  - » To maintain a central business office with paid employees and unpaid volunteers as a clearinghouse for Al-Anon/Alateen activities
  - » To provide information and serve as an educational resource to anyone seeking help in the solution of problems connected with an alcoholic spouse, relative, or friend
  - » To serve as the communication center for the member groups with respect to matters of local area policy, publicity, and interest
  - » To be guided in all activities by the 12 Steps, 12 Traditions, and the 12 Concepts of Service of Al-Anon

# Intergroup Explained (cont'd)

- » Service Board
  - » Chairperson, Chair-Elect, Secretary, Treasurer, Ex-Officio
  - » Committees
    - » Institutions
    - » Public Information
    - » Nominations/Historian
    - » Editor - Orange Blossom
    - » Fundraising/Telephone Coverage
    - » World Service Liaison
    - » Alateen
    - » Foreign Language Liaison
  - » Nominations in February & Elections in April
- » Central Office: 12391 Lewis St. #102, Garden Grove
  - » Literature Distribution Center (LDC) sells Al-Anon Conference Approved Literature (CAL)
  - » Phone Coverage – Newcomers, 12 Step Calls, Member Support
  - » Website: [www.ocalanon.org](http://www.ocalanon.org)
    - » Local Meeting Directory, Intergroup Information, Orange Blossom

# AL-ANON SERVICE STRUCTURE

- ❖ Responsibility and authority reside with the individual Al-Anon groups at the top
- ❖ Leaders are trusted servants who support the members

**INTERGROUP**

**GROUPS**

**ISRs**

**SERVICE BOARD**

Delegates, Trustees, Executive Committee, Executive Director

**World Service Office (WSO)**

**Group Reps (GR)**

**District Reps (DR)**

**Area (SCWS)**

# INTERGROUP MEETINGS

Third Wednesday of each even-numbered month; February, April, June, August, October, and December (1<sup>st</sup> Wednesday due to holidays)

# Intergroup Meetings

## » Format

- » Hybrid (in person + online) as of April 2026
- » In Person Location: Trinity Episcopal Church, 2400 N Canal St., Orange
- » Zoom meeting ID: 890 1915 6449, Passcode: 045708

## » Agenda

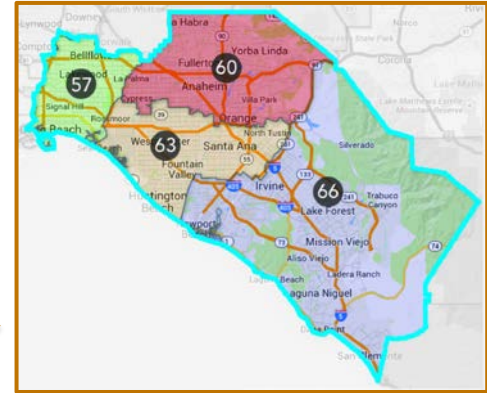
- » Review & Approve Last Meeting's Minutes
- » Financial Review
- » Announcements – members may announce speaker meetings, events, fundraisers
- » SB Committee Reports

## » 7<sup>th</sup> Tradition

- » Contributions made by ISRs during Intergroup Meeting to support AIS-OC
- » ISR's home group may reimburse them for 7th Tradition contributions made during the Intergroup Meeting, provided the home group approves this through a group conscience

# Intergroup Meetings (cont'd)

- » Sign-In for In Person
  - » ISRs/Alt ISRs sign in at the sign-in table with office staff
- » Naming for Zoom
  - » **ISR:** "ISR, Lois, Orange, Wed. 1:00PM, D60"
  - » **Alternate ISR:** "ALT, Lois, Orange, Wed. 1:00PM, D60"
  - » **Guest:** "Guest, Lois"
  - » **Service Board:** "Board, Lois, Public Information"
- » Districts
  - » AIS-OC is comprised of Districts 57, 60, 63, and 66
  - » District 64 is the Spanish District which overlays all four Districts
- » Any member of AI-Anon may attend Intergroup Meetings
  - » If not a registered ISR or Alt ISR, they are considered a guest/observer and will not have voice or vote



# ISR RESPONSIBILITIES

A vital link between their meeting and AIS-OC, communicating information, voting on matters, ensuring the voice of their group is heard.

# ISR Responsibilities

## » Eligibility

- » Has been a member of Al-Anon for a minimum of one year
- » ISRs must be registered at least seven days prior to the Intergroup Meeting to have a voice and vote
- » To ensure singleness of purpose, members who are also members of A.A. are **not eligible** to serve as ISR (*AIS-OC Bylaws, Al-Anon/Alateen Service Manual*)

## » Communication

- » Report Intergroup Meeting agenda items to their group
  - » Financial reports, office updates, committee reports, voting/decisions, Service Board elections, etc.
- » Share information about OC Al-Anon outreach events and service opportunities
- » As "trusted servants," ISRs obtain the **group conscience** of their home group to ensure they are voting according to the collective will of their members

## » Representation

- » Attend bimonthly OC Intergroup meetings to ensure the voice of their group is heard
- » Vote on AIS motions and Service Board nominations & elections
- » Only **ONE** representative from each meeting (ISR or Alt ISR) will have voice and vote

# SERVICE BOARD MEETINGS

Third Wednesday of each odd-numbered month; January, March, May, July, September, and November

# Service Board Meetings

- » **Administrative Oversight**
  - » Handles day-to-day business affairs
    - » Manage central office
    - » Oversee employees
    - » Ensure AIS-OC remains in legal and financial compliance with state and local laws
- » **Financial & Outreach Planning**
  - » Reviews detailed financial reports and propose the annual budget
  - » Develop plans for outreach and service projects
  - » Discuss expenditures or policy changes before presenting them to ISRs for a vote
- » **Any member of Al-Anon may attend Service Board Meetings**
  - » They are considered a guest/observer and will not have voice or vote



# THANK YOU!

## Any questions?

You can contact me at

❖ [chairperson@ocalanon.org](mailto:chairperson@ocalanon.org)

