

# New Information Service Representative Orientation

7:00-7:30 p.m.

Intergroup Meeting to Follow

If you do not have a copy of the  
Orange County Al-Anon Information Service  
Office By-Laws, please call the office at  
714-748-1113 to obtain one.

# Very Important!! - As Soon As You Logon To The Intergroup Zoom Meeting – You Must Rename Yourself ISR/ALT-V Name Format For Meeting

**AS SOON AS YOU LOGON TO THE ZOOM MEETING – YOU MUST RENAME YOURSELF:**

**INCLUDE YOUR TITLE OF ISR OR ALT-V–YOUR NAME, MEETING CITY, DAY/TIME, DISTRICT #**

**Examples:**

▶ **ISR-Name, Artesia, Mon. 7:00 pm, D57**

or

▶ **ALT-V-Name, Artesia, Mon. 7:00 pm, D57**

(if you are the Alternate ISR and you will be voting in place of your ISR)

If you are an Alternate ISR and your voting ISR is here OR you are a guest/visitor only, rename yourself like this:

▶ **Guest-Name**

Board members should rename themselves like this:

▶ **Board-Name, Position**

# What is an Information Service Representative?

## **SUGGESTED GROUP TRUSTED SERVANTS IN AL-ANON SERVICE**

Information Service Representatives or Alternate Information Service Representatives represent the meetings they serve. They carry the message from the group to the Intergroup and bring any message from the service group back to the meeting. They are an important link between groups and Al-Anon service. All Information Service Representatives are messengers.

## **INFORMATION SERVICE REPRESENTATIVE (ISR)**

The Information Service Representative and the Alternate Information Service Representative are registered with the Orange County Information Service Office. When registered, they gain voting privileges at the Intergroup meetings. If not registered, they have voice only (no vote). For further details, see the Orange County By-Laws.

An ISR is an Al-Anon member with at least one year of membership in the program. Members who are also members of AA MAY NOT serve as an ISR or as a member of the Service Board. (see Service Manual).

ISR's serve for a one-year term. (It is strongly suggested that each group elect an Alternate ISR.)

# What are the Duties for an Information Service Representative?

- ▶ **DUTIES** of the Information Service Reps and their functions within the Service of Al-Anon and the Group are included in this presentation. Whether or not a group has an ISR, ALL registered Orange County Groups are recorded at the Orange County Information Service Office and receive the Orange Blossom electronically, and other information needed by the group. The same is true with World Service. If a group is registered in the World Service Office (WSO), all mail will be forwarded to the WSGR or the group contact, whether the group contributes or not.
- ▶ **WHERE TO REGISTER MEETINGS AND OFFICERS** – Southern California World Service keeps updated group records, and sends them to our office
  - ▶ <https://www.scws-al-anon.org/alanon-group-registration-records-change-form/>
  - ▶ There is a link to the SoCal form on our website <https://www.ocalanon.org/intergroup/>
- ▶ **IN ALL CASES**, at the time of registration, give the full group information: Officers' full names, address (zip), phone numbers, and email addresses.