

Office Manager Report

Spring Assembly 2026

AREA BULLETIN:

- The deadline for the bulletin is the 20th of the month prior. Only events that fall in the first 7 days of the following month are also included.
- There is a one step process to get your event in both the calendar and the bulletin. Go to our website (alanonma.org) Under the Events Tab, click *Add an Event*. By submitting this form, you will notify both the website calendar and the bulletin that an event needs to be listed.
- Ask your secretary to read a sharing/information from the bulletin at each meeting.
- GRs receive an emailed copy of the bulletin each month. If the group has no GR, the CMA receives it.

LDC – Literature Distribution Center:

The new Al-Anon Faces Alcoholism Magazine (AFAM) is expected to be out by the end of 2026. The current version is only available *while supplies last* directly from the WSO (\$8 for 25 copies plus shipping).

The Al-Anon/Alateen Service Manual 2026-2029 (P-24/27) and the Al-Anon/Alateen Groups At Work (P-24) are now available for purchase.

Please inform your group's literature person that when placing literature orders:

1. Online orders must have the appropriate level of packing & handling manually added based on your subtotal at checkout. If you leave P&H blank and do not pay, that will delay your shipping as we wait for payment. (For subtotals of \$0-10, add \$2; for \$10-\$60, add \$6; and orders above \$60, add 10%).
2. If ordering for a group, please put your group/meeting information in the **ORDER NOTES** section at check out. This will prevent the office from calling you for confirmation.

GROUP RECORDS:

Meeting List: Please regularly review your meeting information on alanonma.org under "Find a Meeting". To update any information including your group's contacts, hit "Update Meeting Information" under the Meetings tab (or go to alanonma.org/groupinfo/).

Group Contacts: Please keep your group contacts current. Your group's CMA may be, but does not have to be, the GR. When you are changing GRs, please let us know if we are also changing the CMA.

CMA vs GR: The *Current Mailing Address* (CMA) for the group is a crucial link to World Service Office (WSO) information. The CMA receives all time-sensitive postal and electronic communications from the WSO shares the content with group members. The *Group Representative* (GR) is elected by group members for a 3 year term. They are the group's voice and represent them at Area Assemblies.

AAPP:

AMIAS Recertification: Thank you to all AMIAS who promptly returned their recertification applications and to the DRs who assisted in reference checks. The process will be complete by month's end.

Anyone interested in becoming an AMIAS should attend a training workshop and learn what it is all about.

In Service,

Pam Smith, Office Manager, AAPP, AGRC, Newsletter Editor