

Weekend in Alanon Chair (WIA) Job Description

Per World Service Handbook; Revised 1992:

Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20). See the Digest of Al-Anon and Alateen Policies, pages 101-102, 126 for more information.

Duties shared by all Coordinators:

- Attend AWSC meeting on Sat and Sun during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports for their respective committees and presents them in paper form at Assembly to Colorado Area Secretary and AC chair. Presents reports to Assembly in a manner set by Area Chair. May also submit reports via email
- Communicate the activities of their positions by submitting an article for each edition of the Colorado Area newsletter
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within budgeted amounts. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly, and prior to making such expenditures.
- Maintains current Event Workbook for duration of the three year term for the next WIA chair
- Available to share experience strength and hope with future WIA chair

Duties for Weekend in Al-Anon (WIA) chair

Traditionally, the Weekend in Al-Anon Coordinator is selected at each Winter Assembly and is a voting member of the Area World Service Committee or the past co-chair of the last year's weekend.

Prior to Weekend:

- In **November**, chooses a committee of a co-chair, secretary, treasurer, registration, silent auction, workshop and any other members as determined by chair. First meeting in **December** decide on themes and create fliers
- Determine date/time of monthly committee meetings to accomplish following tasks: meeting topics, set goals, get speakers, plan workshops, silent auction and Friday night icebreaker.
- Establish and maintain, through email and phone, regular communication with weekend site, Trail West. This includes receiving all host documents including contract information and signing the contract the first week of **January**
- Coordinate, along with other committee members, distribution of WIA event fliers. Distribution may include: events such as: Day in Al-Anon, Greeley Stampede, Spring and Summer Assembly, Al-Anon State Convention ; at Colorado Service Centers; posting on website,(through coordination with website coordinator); inclusion in the Butterfly (through coordination with the Butterfly coordinator); and communication with District Reps and Group reps

On the weekend:

- Serve as host and primary liaison between Trail West and Al-anon member
- Inform all weekend participants of ground rules, smoking areas, meal times and other information provided by Trail West
- Pass the 7th tradition basket and collects silent auction donations to give to treasurer.
- Introduce the Committee members on Friday night.
- Introduce Area Officers, Delegate, Past Delegates, AWSC members and perform Serenity countdown before Saturday night speaker

After Weekend

- Sends copy of final report to Area Secretary to submit to Area Chair before Winter Assembly.
- Maintains Weekend in Al-Anon Archives Notebook