

State Convention Chair Job Description

AA Convention with Al-Anon and Alateen participation

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).

WSO has guidelines regarding Al-Anon/Alateen Participation in an AA Area Convention (G7).

Specifics to the Colorado Area are included below. Also refer to the Colorado Area Guidelines.

Duties shared by all Coordinator/Chairs:

- 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, forward them to Area Secretary, and present them at Assembly in a manner set by the Area Chair.
- Communicate the activities of their positions by submitting fliers for each edition of the Colorado Area newsletter
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly, and prior to making expenditures.
- Maintains current Convention chair workbook for the next chairperson
- Available to share experience, strength and hope with future chairperson

Duties of the AA Convention with Al-Anon and Alateen participation, Chair

This position is elected for a one plus year term at Summer Assembly the year prior to the convention he/she is chairing. It is recommended that chair attends the Convention prior to chair year. Please review the current approved budget for expense coverage information.

- As early as possible, contacts AA Convention Chair for their chair year.
- Work with AA Convention chair, attending AA Convention meetings. Traditionally in the Colorado Area, Al-Anon is an invited guest at the AA State Convention. AA funds the Convention and all proceeds are considered AA's.
- Recruit volunteers for Al-Anon Convention Committee which may include Secretary, Treasurer, Alateen Coordinator, Decorations, Fundraiser, Luncheon, Program Promotions, Ribbons, Speakers Signage, Gifts (speakers and love gifts) Event volunteers. (Solutions, registration, hospitality)
- Determine date/time of monthly committee meetings to accomplish following tasks: meeting topics, set goals, get speakers, plan workshops, silent auction (if appropriate)
- Coordinate distribution of State Convention fliers. Distribution may include: events such as: Day in Al-Anon, Greeley Stampede, Spring and Summer Assembly, Al-Anon State Convention, Weekend in Al-Anon; at Colorado Service Centers; posting on website; inclusion in the Butterfly; and communication with District Reps and Group reps via our AWSC listings on our website

After weekend:

- Creates final report to assembly which includes report of total revenues from the event (including registration, silent auction) and total costs (speaker's costs, facility rental etc...)

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