

## **Weekend in Al-Anon Chair (WIA) Job Description**

*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).*

*On the WSO website, see Guideline G11 – Group Representative and G8 – Group Inventory.*

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

### **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, 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 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 one-year term for the next WIA chair
- Available to share experience, strength and hope with future WIA co-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 prior to Spring Assembly decides 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 facility. 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 facility and Al-anon members
- Inform all weekend participants of ground rules, smoking areas, meal times and other information provided by facility
- Pass the 7th tradition basket and collect 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

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