

Day in Al-anon Event 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/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 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 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 prior to making expenditures.
- Maintain current DIA Workbook for duration of for the next DIA chair
- Available to share experience strength and hope with future DIA chairs

Duties for Day in Al-Anon(DIA) chair

Traditionally, the DR volunteers their District to host this Area Event.

- Select a Saturday date (bet Feb-May) that doesn't conflict with other Al-Anon events.
- Select a location within hosting district. **The sooner the better.** The location needs;
 - enough seating, tables, accommodations for food, wheelchair accessibility, space for literature, silent auction, parking etc...
 - Most facilities need a copy of certificate of insurance which is provided by the Area Treasurer and/or Secretary
- Coordinate with facility liaison both prior and during, and after event
- Obtain seed money (\$200) from Area Treasurer. Keep accurate record of monies spent
- Recruit volunteers from District hosting committee. Hosting committee tasks include:

Event theme and flyer	Silent auction items (an optional event)
Select Al-Anon speaker (or speakers)	Make and post signs at facility
Develop workshops	Set-up and manage coffee and potluck
Registration on day of event	
- Coordinate distribution of DIA event fliers. Distribution may include: events such as: Area 5 Assemblies, Al-Anon State Convention ; at Colorado Service Centers; posting on website,(through coordination with website coordinator); inclusion in the Butterfly and communication with District Reps and Group reps thru AWSC

After the event

- Creates final report to assembly which includes report of total event revenues (including registration, silent auction) and total costs (speaker's costs, facility rental etc...)
- Send Check or Money Order to Area Treasurer, which hopefully will more than cover all costs associated with the event.