

AREA CONVENTIONS COORDINATOR

QUALIFICATIONS:

- Any Al-Anon/Alateen member who is not also a member of AA.
- Be thoroughly familiar with the *Al-Anon Alateen Service Manual* and have a working knowledge of the Steps, Traditions, and Concepts of Service.
- Have served on either the Spring Convention Committee or Fall Convention Committee.
- Be familiar with the Spring Convention Guidelines and the Fall Convention Guidelines and the Area Bylaws pertaining to conventions.
- Be willing to have your name, address, telephone number, and Email address published in the Area newsletter.
- Be available to serve three years.

GOAL: To provide Area support to the Spring Convention Committee, the Fall Convention Committee, and the Al-Anon liaisons to the AA State Convention and the AA Fall Convention.

DUTIES:

- Attend all Area World Service Committee meetings and vote on issues.
- Attend all Area Assemblies and vote on issues only if holding the position of Group Representative.
- Attend the Wrap-up/Kickoff meetings for the Spring Convention and the Fall Convention.
- Be on distribution for minutes of Spring Convention Committee and Fall Convention Committee meetings.
- When asked, provide guidance and assistance to Spring Conference Committee and Fall Conference Committee.
- Contact newly selected Al-Anon liaisons to the AA State Convention and the AA Fall Convention to ensure that they understand their role and responsibilities.
- When asked, provide guidance and assistance to Al-Anon liaisons to the AA State Convention and the AA Fall Convention.