

**Maryland & District of Columbia Area**  
**Guidelines for Area Conventions Coordinator**

**April 2017**

The Area **Conventions Coordinator** serves as a communication link between Area and the Area Al-Anon Spring and Fall Convention Committees.

**Eligibility and Qualifications:**

**1. General:**

- Any Al-Anon member who is not also a member of Alcoholics Anonymous is eligible to serve.
- Be familiar with the *Al-Anon Alateen Service Manual* and have a good understanding of the Steps, Traditions and Concepts of Service.
- Be willing to have name, address, phone number, and Email address made available to Al-Anon/Alateen members..
- Be available to travel throughout the Area to attend Al-Anon/Alateen functions.
- Be available to serve for a full 3-year term.
- Be able to use Email and to access information on WSO's eCommunities system.

**2. Position Specific:**

- Experience as a Convention Chair or as a member of a Convention Committee is desirable.

**Responsibilities and Duties:**

**1. General**

- Attendance at Area Meetings.
  - Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
  - Prepare a written report on activities and send it to Area Chairman and Area Secretary at least two weeks prior to each AWSC meeting. This report will become part of the AWSC minutes and be published in the Area newsletter.
  - Be prepared to give a brief oral report at each Area Assembly and AWSC meeting.

## **2. Position Specific**

- Attend the Wrapup/Kickoff meetings for the Spring Convention and the Fall Convention.
- Be on distribution for minutes of Spring Convention Committee and Fall Convention Committee meetings.
- Provide guidance and assistance to Spring Conference Committee and Fall Conference Committee.
- Contact newly selected Al-Anon liaisons to the AA Area Convention(s) to ensure that they understand their role and responsibilities.
- Provide guidance and assistance as requested to Al-Anon liaisons to the AA Area Convention(s).