

Chairperson Job Description

Our By-laws state, "The Chairman shall have general supervision for conducting the business of the Corporation, subject to control by the majority of the directors. He shall preside at the meetings of the Board of Directors and the membership. "

The Chairperson co-ordinates with other group officers- and with those who assume responsibility for Office Manager, Literature, Website, Happenings, Marathon Meetings, Schedules, Events and other vital Services. The more informed the Chairperson is about A.A. as a whole, the better they function. Keeping The Traditions in mind and encouraging group members to become familiar with A.A. Traditions, a healthy A.A. group will be assured.

Sobriety Requirements:

- 1) Two years of continuous sobriety
- 2) Suggested active membership in a home group of North Solano District
- 3) Suggested previous experience as either a Board Member or Committee Chair in the Intergroup

The following are suggested duties of The Chairperson:

- 1) Presides over all Intergroup meetings
- 2) Prepares business agendas for the monthly Intergroup delegates meeting and quarterly Board meetings
- 3) Is one of three authorized persons to sign checks, together with the treasurer and secretary.
- 4) Is authorized to call special meetings.
- 5) Reports all actions of the Board to the members.
- 6) Executes all contracts between Vacaville community Center, Fairfield community Center, and other venues with the help of Event Coordinator.
- 7) Works closely with the Treasurer and Secretary in the prompt filing of the Taxes, and keeping business license up to date.

- 8) Maintains cordial relations between the group and the owner from which the building is rented.
- 9) Submits Chair report to the Happenings at the beginning of each month.
- 10) Presides over the Meeting and Board ceremony of the Holiday Party or authorizes Alternate chair to do so.

Job Description Alternate Chairman

- 1)** Fills in as needed for the Chairman.
- 2)** Attends monthly delegate meetings.
- 3)** Attends quarterly board meetings.
- 4)** Assist in the preparation of and actual events put on by the board.

NORTH SOLANO INTERGROUP

TREASURER'S DUTIES

FOLLOWING ARE COMPLETED WITH THE OUTGOING TREASURER

November

- Treasurer is elected by Group Delegates & begins working with current Treasurer on the December tasks and the pass-it-on.
- Confirm that Board authorizes the yearly Auditors (Usually 2 people) and sets a date for the audit in December.

December

- Before the 2nd Saturday of the next year, reserve the facility for the next year's Holiday Party. (Even years Ulati Community Center, Vacaville & odd years Fairfield Community Center). You will need to have a check to pay for the facility. Suggest you pay the entire amount (which is required by Fairfield) and an option for Vacaville.
- Attend the December Board meeting.
 - Motion will be made at this meeting authorizing the new check signers (Treasurer, President & Secretary). Secretary will provide a copy of this meetings Minutes and a letter authorizing the Bank of America to change the Check Signers as authorized in the motion.
- It will be helpful if the new Treasurer works with the old Treasurer at the Holiday Party.
- Attend the audit in order to provide back-up documentation and answer questions from the Auditors.
- Coordinates with Literature Chair who will conduct an inventory of the sales items and provide Treasurer with figures which will be used for California State Taxes.
- Work with the Chairperson to confirm that we complied with the contract for the use of the facility for the Holiday Party and that we will receive our deposits,
- Make a detailed report of the Financial for the Holiday Party (to be reported at January Board and Delegate's Meetings).

January

- Make and appointment with the Bank of America for the newly authorized check signers to complete the necessary paperwork.

- Submit Sales Figures and Audit Papers to Bowle's Tax Services who will prepare and electronically file our Federal and State Taxes. Pay for Bowles' services when you pick up tax reports. **NOTE: Taxes must be completed before the end of January.**
- Work with previous Treasurer to learn the process for completing monthly accounting, reports and deposits from the daily activities of the Intergroup Office.
- The Intergroup is a Domestic Nonprofit California Corporation. The Treasurer is the designated "Agent of Service" for the Intergroup Corporation. The Agent of Service must be updated at least every 2 years, but it is a good idea to check this each January.

- Update Statement of Information for the corporation:
 - Go to: Secretary of State's website @ businessfilings.sos.ca.gov to search for our corporation
 - Search by our name; or
 - Search by our Corporation #C1533794
 - There is a place to enter your name as our "Agent of Service"

- City Business License
 - On or about May you will receive a notice from the City with our Business License Renewal form. Take to City Finance Department to file that new Treasurer is current contact. There is no charge. Post on bulletin board at NSIG Office.

- Insurance
 - On or about June, you will receive the bill for our insurance which is due in June. They should also include a "Hold Harmless" rider for the City of Vacaville and the City of Fairfield. Both cities require these for rental of their facilities
 - NOTE: If we use any other facilities, you can order a Hold Harmless rider for them. Call insurance at number on paperwork to request this document. They will require address and short description of event (e.g. Picnic; Play, etc.). There is no charge for these documents.

Monthly Accounting

The Treasurer is responsible for account of all monies received AND payment of all expenses from all activities of the NSIG. Special events include but are not limited to:

- Holiday Party
- Summer Picnic
- Marathon Meetings (New Year's Eve; Fiesta Days (Memorial Day); Thanksgiving & New Years
- Any other events authorized by the Delegates and the Board

WEEKLY

Daily Office Activity Reports

- Review Daily Report of Office Workers
- Count money in daily envelopes and balance them to reports
- Enter receipts in QuickBooks
- Count and balance coffee money in the box
- Count change in box
- Pay monthly bills or verify that automatic payments have been made

Bill Payments

- Monthly bills are paid as they are due with by check or automatic bank transfers,
- Bills for purchase of literature and sales items are submitted by the Literature Chair as the invoices are submitted through Bank Bill Pay and entered in QuickBooks for monthly reconciliation and reporting purposes.
- Bill for office supplies are paid as they are submitted by the Office Manager or any other Board member or person authorized by the Board to make purchases,
- All payments are entered in QuickBooks for reconciliation with bank statement and reporting purposes
- Any member who is doing service for Intergroup authorized activities will be reimbursed if they present a receipt for each expense.

Bank Business

- Review and reconcile the bank account statements each month.
- Report reconciled balances on the monthly report through QuickBooks

Special Events

- **Facility Rentals**
 - **Holiday Parties** – Reservations must be made exactly 1 year prior in order to secure the second Saturday in December. They require a check for full payment and the “Hold Harmless” rider provided by our insurance carrier.
 - **Picnic** – Reservation for the park should be made as soon as possible for the next year in order to secure the facility for the agreed upon date.
- **Event**
 - Prepare cash boxes with change for: Registration or Tickets (Holiday Party, Play, etc.
 - Prepare cash box with change for 50/50 Raffle. Make sure you pull the change out of box before you calculate the prize.
 - Prepare cash box with change for Prize Raffle.
 - Prepare cash box for Soda Sales.
 - Enter all expenses and cash received for these activities in QuickBooks for reporting purposes.
- **Marathon Meetings**
 - Count and report 7th Tradition collections and coffee receipts for each Marathon Meeting (New Years; Fiesta Days (Memorial Day), Thanksgiving & Christmas
 - Enter all expenses and cash received for these activities in QuickBooks for reporting purposes.

Intergroup Secretary

Beginning of year:

- Go to the bank and bring the Minutes with the new Board Members and change the signers on the check signing card.
- New Delegates form for all new Delegates and Alternate Delegates. We keep these in the binder when completed.
- Update the sign in sheet for both the Delegates meeting and the Board Meeting.
- Create a new Board sheet that lists the new Board Members to be posted at the Intergroup
- Set the holiday schedule for the Intergroup. (I did this already but you need to revisit it because we didn't give them Veterans Day and they were asking about it.

Monthly Delegates meeting:

- You and The Chairman will go over what needs to be on the Agenda for the meeting one week prior to all Delegates and Board meetings. Then you will print out the Agenda for the meeting.
- Minutes I send to the Chairman first for her to look over incase I need to change anything, she then lets me know If I need to make any corrections and then I email the final Agenda and Minutes to the Board and NSIIG main email address.
- Print Agenda, Minutes, Delegate sign in sheet, Board sign in sheet before the meeting.
- Type the Minutes.

Board meeting (Quarterly)

- Agenda, Minutes, sign in sheet
- Take the minutes

Keep a Binder with hard copies of all Minutes from Delegates meetings, and board meetings. Also Email these to Archives for Historical reference.

Provide laptop to Office Manager once a year for back-up.

CERTIFICATE

I, (INSERT SECRETARY'S NAME HERE) CERTIFY:

That I am the Secretary of the North Solano Intergroup of Alcoholics Anonymous, (#C1533794); and

That the foregoing By-laws consisting of five (5) pages, are a true and correct copy of the By-laws of the North Solano Intergroup of Alcoholics Anonymous as amended and adopted by the approval of the members at a meeting of said members duly held on June 3, 2019, at the principle office of the corporation at 413 William Street, Vacaville, Solano County, CA 95688.

In witness hereof, I have hereunto set my hand this day of ____ September 2019.

NORTH SOLANO INTERGROUP Office Manager Job Description

1. Insure both desk positions are covered each day.
2. Provide training of new office workers. Inform and instruct, as necessary, all office workers of any changes to policy or procedures. Update the policy and procedures manual as needed.
3. Purchase all office supplies as necessary. (see attached list).
4. Assign office keys to all individuals as needed. Each person should sign and date the key log when receiving their key.
5. Retrieve all keys from individuals when they leave their position. Keys are not to be transferred from one individual to another without recording the transfer.
6. Update, monthly, the office work schedule and post on the bulletin board. (A copy of this is in the office computer under the office managers folder).
7. Make copies, as necessary, of purchase invoices. (Books and chips, Pamphlets, special order). This should be done from the office computer to insure the latest prices.
8. Make copies for the daily log and the daily activity log. (A copy of this is in the office computer under the office managers folder).
9. Insure that the office area and restrooms are kept clean. (Recruit volunteers).
10. Attend all monthly delegate meeting. Attend quarterly board meeting as necessary.
11. Manage Intergroup office E-Mail. NSIGMain@att.net
12. Arrange to have the fire extinguisher inspected annually.
13. Back up office computer to external hard drive every 6 months.
14. Back up laptop once a year.

Member at Large Job Description

Member at Large attends the monthly delegate meetings as well as the 5 board meetings each year. The Member at Large has a vote for anything voted on by the board. There are 3 Members at Large with 1 year term and 2 year sobriety requirement.

Position is to support the board and give input and feedback on issues or ideas that are brought forth. Assists in the preparation of and actual events put on by the board including but not limited to: Summer picnic, Christmas party, performances and workshops.

SCHEDULES COMMITTEE CHAIR JOB DESCRIPTION

JANUARY 2019

All information for the schedules is in the office computer. On the screen look for a schedule short cut, click on it and the latest schedule will appear. The schedules are in Microsoft publisher. Open up the latest schedule and make any changes that you need to make and have someone who knows the program help you the first time. Then save it under the new date that you put on the front page. Once it is saved you're ready to print new ones. Put legal paper in the Brothers printer.

Go File- click Print, Page 1-2., Landscape., 2 sided, Flip Short side., Number of copies. Test - Print one copy & check it out.

Normally we keep about 250 to 300 copies in the white box in the last cabinet at the far right. Once a week is all you need to go in and check out how many you need to print if any? When making a change in the schedules let the old ones run almost out before printing new ones, unless a meeting has folded, throw the old ones out. Then print new ones. To print around 300 copies & fold them with help from the workers, takes about 1 hour & 30 minutes

Now this takes care of printing.

You are also responsible to keep up the meetings that are on our web site and the printable ones we have on the web site. Enclosed it a set of directions from Tony Wade. These will guide you through the process of changing meetings on the web site and show you how to put new printable schedules on the web site.

Note: To download the schedule file to the web site, it must be in a PDF file.

Part of the job is to be at the delegates meeting that meets on the 3rd Wednesday of each month. You give a simple report on any changes or ask if anyone has any questions. There is a meeting schedule change form on the cabinet as you come in, in case someone needs to change anything on their meeting.

Happenings Chair Position

Sobriety Requirement: Minimum 2 years of sobriety

Service Appointment: Appointed by the NSIG Chair **Service Term:** 1 calendar year starting in January **Equipment Required:** Due to the nature of this position, access to computer is required. May utilize NSIG laptop through arrangement.

Skills Required: Position requires:

- Knowledge and use of computer skills including email proficiency
- Typing & editing skills (word processing)
- Knowledge and ability to utilize Microsoft Publisher, Word, & Excel

Happenings Purpose: The Happenings is a monthly publication with news and events pertaining to NSIG local A.A. groups and committees such as meeting times, new groups, events, announcements, and sobriety birthdays of local groups.

Happenings Guidelines and Responsibilities:

1. Attend monthly NSIG Meeting and announce deadline for submissions, etc.
2. Must meet deadline of Happenings creation, approval, and print by **no later** than the Sunday **prior** to the 3rd Wednesday of **each month**. The 3rd Wednesday of each month, the Happenings hardcopy is distributed at the NSIG Delegates Meeting Held the 3rd Wednesday of each month. Softcopy is distributed at the same time through the Happenings email.
3. Check NSIG Happenings email a **minimum of one time per month** to read and respond to emails, and collect submissions for the Happenings (i.e. Birthdays, announcements, & submissions from NSIG Chair, DCMC Chair, and NSIG Treasurer). Submission deadline is by 2:00 pm on the 10th of each month.
4. Layout, design, and edit Happenings. Send final proof to NSIG Chair (and other proofer(s) as appropriate) for approval by no later than the Sunday prior to the 3rd Wednesday of each month. Once approved, submit for print and distribution to the appropriate individual who has agreed to print and distribute document. Finally, distribute via **bcc** softcopy/PDF format to subscribers on group email list(s). It is important email group distribution protects the Happenings subscribers by keeping email in bcc (blind carbon copy) format.
5. Happenings content shall include, but not be limited to:
 - a. Front page dedicated to NSIG Chair & Happenings Header
 - b. Back page dedicated to DCMC Chair
 - c. Two full side by side pages dedicated to Treasury Report
 - d. Group birthdays for preceding month (i.e. July edition publishes June Birthdays)
 - e. NSIG email addresses and Happenings submission deadline announcement
 - f. Service meetings announcement
6. Happenings content should not include:
 - a. Non-AA advertisements, job postings, help wanted, rentals, sales, etc.
7. Maintain NSIG Happenings email distribution list. Update/add/remove addresses as necessary and/or requested.

8. Email addresses are to remain private and may not be shared without written permission or distributed for any purpose other than Happenings related business. Use caution when opening email from unknown sources and with unknown links.
9. Use caution when quoting and/or borrowing content from sources. Include proper credit(s) as follows, but not limited to:
- a. When quoting from A.A. literature such as the Big Book, the Twelve and Twelve, The A.A. *Service Manual*, and Conference-approved pamphlets, include proper credit line(s) in the Happenings to insure the copyrights of A.A. literature are protected.
 - b. The A.A. Preamble is copyrighted by the A.A. Grapevine. Beneath it, these words should appear: *Reprinted with permission of The A.A. Grapevine, Inc.* The same is true for other material reprinted from the Grapevine.
 - c. The Steps and Traditions should be followed by these words: *Reprinted with permission of A.A. World Services, Inc.*
 - d. After a quotation from an A.A. book or pamphlet, these words should appear: *Reprinted from [name of book or pamphlet, page number] with permission of A.A. World Services, Inc.*
10. Maintain an electronic copy of the Happenings Chair Job Description. Update the Word doc when necessary. Any changes should be first approved by NSIG Chair. Current Happenings chair Job Descriptions must be provided to NSIG as requested, and when updates have been made to this document.
11. Upon this position's term conclusion, pass off any/all information pertinent to position and train replacement. It is suggested that a minimum of 3 soft and hard copies of the Happenings be provided to the new Happenings Chair as a guideline. Supply replacement with NSIG Happenings email address and password. Assist the incoming Happenings Chair with the first publication, as needed.

PRINTING THE HAPPENINGS

JANUARY 2019

The Happenings are usually ready to print on the Saturday or Sunday of the month just before the 3rd Wednesday of the month. On the computer at NSIG they should be available. Open up the file, select Print, Pages 1-2.,landscape., 2 sided, flip short side., number of copies. Test- Print one copy & check it out.

Then print the next pages, select print, Pages 3-4., landscape., 2 sided, flip short side., number of copies. Test- Print one copy & check it out.

Put legal paper in the Bothers printer.

Print a total of 220 copies & then fold them with the finance sheet in the middle of the pages. For best results go in and print them when the workers are in, they will help you folder them. It usually takes about 1hour & 30 minutes once a month.

North Solano Intergroup

WEBSITE CHAIR GUIDELINES

SECTION I: PURPOSE OF THE WEBSITE

This website was created in order to provide information to and suggest resources for the Northern Solano County alcoholics and those who think they may have a drinking problem. It also provides service information to members of AA.

The site provides resources such as a Meetings Directory to facilitate the face-to-face meeting of still-suffering alcoholics. The primary purpose of members of AA is to stay sober and help other alcoholics achieve sobriety.

The site also provides information to the general public about AA.

SECTION II: ADMINISTRATIVE RESPONSIBILITIES

A. Ownership of Website

The owner of this website is The North Solano Intergroup. For administrative purposes, its mailing address is 413 William Street, Vacaville, CA 95687.

B. Domain Name Registration and Web Hosting Services

The domain name shall be *aasolanonorth.org* and is registered in the name of the owner.

C. Billing Contact

Invoices from the domain name registrar/domain name reseller and web hosting provider should be directed to the North Solano Intergroup Treasurer, with his/her mailing address at 413 William Street, Vacaville, CA 95687. The Treasurer will pay all fees for registration of the domain name and for web hosting services.

D. Technical Contact

The North Solano Intergroup Website Chair is the contact point for technical issues relating to the website.

E. North Solano Intergroup Website Chair

1) Description of Position

The North Solano Intergroup Website Chair is a trusted servant appointed by the North Solano Intergroup Board.

2) Duties and Responsibilities of Website Chair

- I. Attends the monthly Intergroup Delegates meeting and serves a one-year term.
- II. The Website Chair will provide on-going website operations monitoring, maintenance, and oversight, including the removal/replacement of outdated/updated information as necessary.
- III. The Website Chair will regularly report to the Intergroup members at its business meetings, and will be the point of contact for technical/site issues with the web hosting provider.
- IV. The Website Chair is responsible for ensuring that a “best-cost” web hosting provider is used for the site and that the web host will provide content backup and disaster recovery. Further, the Chair will retain a digital backup(s) of the site files, and provide on-going operations monitoring, maintenance, and oversight of the website, including the removal/replacement of outdated/updated information on the website in a timely manner.
- V. The Website Chair will ensure that the Intergroup Treasurer makes timely payments for the site’s web hosting services and domain name registration.
- VI. The Website Chair may seek outside/professional assistance when needed after conferring with the Intergroup Board members.

F. Technical Access

The Website Chair and the Intergroup Chair will have password-protected access to the website. As trusted servants, they are expected to follow the 12 Traditions and 12 concepts as well as common sense with the privilege of access.

G. Method for Approval of Website Content Changes

- 1) The Website Chair will accept suggestions for major changes to the website’s standing content which fall outside the sphere of the “Right of Decision” in Concept 3 and present them to the Intergroup Board. AA members and groups are encouraged to submit content change proposals for review.
- 2) Minor changes in standing content may be made by the Website Chair without prior District approval for the purpose of enhancing site visibility and accessibility, to improve the site’s ease of use for its visitors, and to maintain accurate and up-to-date information, such as that contained in the Meetings Directory, and any other time/date sensitive material.

Section III: SUGGESTED STANDING CONTENT

1) Home page:

Introduces the visitor to Alcoholics Anonymous in our area by displaying contact information for resources such as District 90, the North Solano Intergroup, Hospitals and Institutions, and Bridging the Gap and others.

2) Links:

The aasolanonorth.org homepage will provide several offsite links to official AA websites including (but not limited to) the AA General Service Office, California Northern Coastal Area 06, the AA Grapevine and PRAASA (Pacific Region Alcoholics Anonymous Service Assembly).

3) Meetings:

Contains a directory of regular AA meetings and AA-related meetings (i.e., various monthly business meetings of groups, District 90, committees, and Intergroups, etc.) in our area

4) Events:

Contains the names, dates, locations, and brief descriptions of upcoming fellowship events and may contain links to event websites as appropriate and/or event flyers.

All General Service, Area, Intergroup, and Hospitals & Institutions Committee events are pre-approved and may be posted when the event information is available.

5) Intergroup News

An anonymity-protected version of the Intergroup's monthly newsletter The Happenings will be posted each month.

SECTION IV: PROHIBITED CONTENT

A) Direct Communication

The website will not permit interactive communication such as chat rooms, message boards, forums, online meetings, or any other form of direct communication.

B) Non-AA Content

- 1) In keeping with Tradition 6, there will be no non-AA content or links to non-AA related sites.

- 2) No commercial links or commercial/professional services are available through this site.

C) Personal Information

In keeping with Tradition 11, no individual will be identified by last name nor an individual's photograph published on the website. Caution should always be used to protect the anonymity of AA members.

NORTH SOLANO INTERGROUP WEBSITE GUIDELINES

Purpose:

The purpose of this website is to carry the message of Alcoholics Anonymous by providing a resource for information about A.A and for locating A.A. meetings in North Solano County. These guidelines have been developed and approved by the North Solano Intergroup (NSIG) Board in order to assure this website adheres to the Twelve Traditions of Alcoholics Anonymous.

Content:

The Website chair, a trusted servant appointed by the NSIG Board, shall maintain the content published on this website. No advertisements of any kind will be approved. The website will link only to sites published by other A.A. intergroups and the General Service Office. It is our objective to cooperate with, but not affiliate with, other A.A. related entities and groups.

Anonymity:

We observe all A.A. principles and Traditions on our website. As anonymity is the spiritual foundation of all our Traditions, we practice anonymity on our website at all times. An A.A. website is a public medium that has the potential for reaching the broadest possible audience and therefore requires the same safeguards that we use at the level of press, radio, film, and other media.

Costs:

The North Solano Intergroup shall be responsible for costs associated with maintaining this website.

Copyrights:

This website abides by the A.A. General Service Office guidelines on copyright protection when quoting from A.A. World Services and A.A. Grapevine material.

Chip and Literature Chairperson

Minimum sobriety requirement: 1 Year

Position appointed by Board Chair Person on yearly basis.

Preferred Experience:

- Knowledge of Inventory Control (Management)
- Understanding of Mark-ups, Multipliers, and How to Apply Them
- Basic Math Skills
- Knowledge of Order and Receiving Procedures
- Handling Money and Credit/Debit Card Transactions
- Some understanding of Microsoft Excel. Ability to Move, Add, and Change Cells.
- Basic Understanding of Microsoft Word & Publisher
- Display and Merchandising Experience

Job Description & Duties:

- Orders and receives all Stocked and Special Order Merchandise.
- Promptly Submits Invoices to Treasurer for Payment
- Records all Debit Card Payments in Log Book
- Maintains Proper Level of Inventory, Evaluates and Adjusts as Needed
- Keeps Shelves Stocked in an Orderly Fashion
- Do Spot Check of Pricing at Other Central Office Locations in N. Calif. (We are not the Lowest Price Nor the Highest Price at this Time)
- Maintains Vendor Relations, Current Vendor Information and Our Account Information
- Prepares End of Year Inventory and Submits to Treasurer for Tax Reporting Requirements
- Establishes/Updates Selling Prices and Updates Front Desk Invoices
- Works with Officer Manager, Treasurer, and Communicates with Board Chair Person
- Attends All Delegate Meetings and Prepares Report for Meetings
- Occasionally Sets up and Staffs Special Event Tables
- Train, when needed, Desk Volunteers on Taking Special Order Information & Payment & Where to Find Information
- Keep up to Date our Special Order Binder

North Solano Intergroup

Marathon Meeting Coordinator

Job Description

Marathon meeting are currently held 4 times a year: Memorial Weekend, Thanksgiving Weekend, Christmas and New Year. The Marathon Meeting Coordinator is an Intergroup office key holder for the duration of the commitment (1 year). It is the responsibility of the Marathon Meeting Coordinator to:

1. Create a flyer for each event; at least 2 months prior to the event and submit flyer to the happenings and to the NSIG website for publishing.
2. Create a sign-up sheet for each event and have it available at least 1 month prior to event.
3. Begin announcing at all attended meetings to encourage attendance and opportunities for service by signing up to share at or secretary a meeting at least 1 month prior to the event.
4. Confirm all sign-ups 2-5 days prior to sign-up time.
5. Be present to host and/or share at vacant meetings.
6. Be reachable by phone for the entire duration of the event.
7. Set up tables, complete with paper covering, the chairs, post a copy of the sign-up sheet on the wall, and make the coffee at least 1 hour prior to start of event.
8. Clean up Intergroup office (tear down tables, chairs, put them back in their place, take out all the trash, vacuum the floor, restock toilet paper and paper towels) at close of event.
9. Drop in occasionally during event to secure 7th Tradition/coffee/soda collections in locked file cabinet.
10. Ensure all supplies are on hand prior to the start of an event, including but not limited to crayons, paper table coverings, envelopes and labels for 7th Tradition.
11. Attend monthly Intergroup meeting on the 3rd Wednesday of every month at 7pm; report status of marathon meetings.

EVENT COORDINATOR

JOB OVERVIEW

1. Hand pick all Team Captains for each event NOTE: TEAM CAPTAINS ARE RESPONSIBLE FOR FILLING THEIR RESPECTIVE TEAMS
2. Give Team Captains a copy of their job duties and go over the job duties with them
3. Act as liaison between IG Board and Team Captains. Give up-dates at monthly Delegates meeting
4. Responsible for obtaining a copy of the contract from venue at each event to ensure ALL amenities will be available. IE: piano, stage, table layout, sound system and other items as needed
5. Responsible for coordinating food with Groups
 - Christmas party – Turkey and Ham
 - Picnic – Meat and side dishes
6. Responsible for Budget – track all Teams purchases
7. Facilitate meeting with Team Captains
8. Keep event running on schedule – Agenda will be provided by Board
9. Discuss with Board a plan for donating unused food at each event
10. Work with IG Chair for reserving and payment of venue for Picnic and Christmas Party
11. Create flyers for each event

COMMITTEES NEEDED

Set-up/Transport

Decorations

Raffles

Soda/Water

Kitchen (Christmas)

Servers (Christmas)

Cook (Picnic)

Parking Coordinator (Picnic)

Game Coordinator (Picnic)

Sound System (Picnic)

Clean-up

Recycle