

Positions For Day in Al-Anon Committee

Chairperson: Holds numerous DIA planning meetings, Creates agenda prior to the meetings. Make sure voice and vote is heard for theme, costs, date of event and big decisions affecting the event. Also, make sure the budget is followed within reason. Lastly, make sure volunteers are put in place so things go smoothly.

Co-chair: Assists chair in the duties outlined for chairperson

Decorations: Make decorations based on a theme, possibly putting together a group of people to help.

Food: Buy food prior to the event, delegate to volunteers what needs to be done, and help with cleanup of the kitchen and food trash after the event. The evening before and the morning of with the help of volunteers, after the event is responsible for distributing remaining food items. This position is responsible with their volunteers for the actual meal, the coffee and tea stations, and the desert table (potluck). Also, all facility guidelines must be followed.

Registration: Receives money and registers info at your mailbox and keep a list of persons who registered. Day of the event, make note of the person attending and delegate assigned volunteers to help. Turns funds into the district treasurer to be deposited in the bank account. Day of event: Mans the table with volunteers to register on site attendees. Make sure there are labels and markers to make name tags.

Baskets/Raffle/50/50: Sets up tables and organizes baskets so the tickets coordinate with the baskets. Prior to the event, publicize the need for baskets from groups/individuals for the raffle. Attend the setup the night before and the morning of the event to make sure there are adequate tables to put the baskets. Along with volunteers, they sell raffle tickets and 50/50 tickets. 50/50 Raffle- make sure the tickets go into the right box. Count change and money when received and before the event. Determine amount of 50/50 raffle that will be won. Secure the money received and when the event is over, turn the funds into the Treasurer.

Speaker Seeker: Looks for a person or persons to hold a workshop, to speak, or hold a panel during the event. Coordinates mileage costs with the Treasurer, and local lodging if needed. The speaker can be an Al-Anon member, and we want to keep in mind the budget when choosing a speaker.

Early Set Up: Find volunteers to clean up the night before the event. Day of event-early set up coordinator/and volunteers Follow the direction of facilities person, decorations volunteers and food volunteers to set up the event as needed.

Literature: Sets up literature and stays at the table to help attendees with any questions they may have. Historically, this job has been the responsibility of the Literature Depot Coordinator, who brings the literature and tracks all the sales.

MC person: Coordinates the flow of the event, keeps the event on track in terms of times. Makes announcements as needed throughout the event, and help announce winners of the raffle- 50/50 drawing the day of the event.

Flyer: Coordinates with the committee to make necessary flyers for the event. Facilities: Coordinates with NCWSA insurance coordinator to make sure a policy is put in place at least a few months before the event, pays security deposit and other money to the facility. Lastly, make sure there are enough amenities to support the event. Tables, chairs, kitchenware if needed. Also make sure the mic works properly and follow all facility guidelines.

Archives: Coordinate with NCWSA contact to have the archives at the event. Make sure archives are set up during the event and put away afterwards.

Clean up after the event; helps find volunteers to clean up after the event. Follows the direction of facilities personnel, food volunteers, and decoration volunteers. Usually, a lot of members volunteer to help clean-up after the event.