

Position Description
INDIANA AREA AL-ANON FAMILY GROUPS

POSITION NAME: Convention Coordinator

TERM LENGTH: Three Years (Beginning January 1, after election of Area Chairperson)

DESCRIPTION: An Al-Anon Member who has 3 current and consecutive years of Al-Anon participation, Area convention participation, and is not also a member of Alcoholics Anonymous. The Convention Coordinator votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative. The Convention Coordinator is appointed by the Area Chairperson.

RESPONSIBILITIES:

- Works with the Convention Chair of all working convention committees.
- Attends all AWSC meetings and Area Assemblies.
- Attends all working Area Al-Anon/Alateen Convention committee meetings and annual Area Al-Anon/Alateen Convention.
- Ensures that Area Al-Anon/Alateen Convention Guidelines are presented and followed.
- Assists with resolution of any issues concerning the Area Al-Anon/Alateen Convention.
- Reviews Convention Guidelines and provides update suggestions to Policy Committee for processing.
- Ensures Area Website has current Convention Guidelines.
- Assists with transition from outgoing convention to next even year or odd year convention.
- Notifies hosting districts of their rotation 2 years in advance.
- Gathers information from outgoing convention to pass on to next convention (see page 33 of Convention Guidelines).
- Passes convention electronic forms, e.g. the current registration flyer, the current program, historic list of speakers, and historic financial records to the Policy Committee, for upload to cloud storage.
- Provides report for each AWSC, Area Assembly, and *Lifelines* issue.
- Notifies current year Convention Treasurer to present convention books to Alternate Delegate/Chair for audit within 30 days after closing books.
- Files the form for either an Exempt Event Notification (CG-EN) or Application For Raffle License (CG-RAF) with the Indiana Gaming Commission for the raffle at the Area Convention.
- Advises Area Treasurer of convention volunteers to be added or deleted from the Area bond.
- Assists Area Treasurer in transferring names of co-signatories on the appropriate convention checking account by providing names and contact information of co-signatories.

Approved 07/15/2023