

**POSITION TITLE:** Assembly Coordinator

**UPDATE DATE:** 5/11/2018

**UPDATED BY:** Assembly Coordinator (Panel 56, 2016-2018)

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#### POSITION DESCRIPTION

Liaison between hotel and hosting district committees and attendees for Spring and Fall Assemblies as well as Spring and Fall AWSC. . The Assembly Coordinator may choose to create an alternate and/or committee to help fulfill the duties of this position.

#### JOB REQUIREMENTS

- ❖ Good communication and organizational skills.
- ❖ Enjoy interacting with a variety of people.
- ❖ Ability to handle complaints.
- ❖ Ability to multi-task.
- ❖ Have access to a computer and be comfortable with using email.
- ❖ *Useful Skills: Familiar with the Twelve Concepts of Service.*

#### DUTIES & RESPONSIBILITIES

- ❖ As needed
  - Instruct/coach districts through Area 61 Policy Manual “Guidelines for Districts Hosting Assemblies”. eg:
    - Coach districts through creating flyer/program.
    - Meet with hosting districts and travel to district/hosting meetings by invitation.
    - Encourage districts to select themes, activities.
    - Help districts select menus for Assemblies.
    - Receive and process all pre-registrations for Assemblies.
    - Communicate to hotel the data from pre-registrations, including dietary restrictions.
  - Following your term, act as a mentor to your successor.
- ❖ Semi annual:
  - Attend Spring & Fall AWSC meetings as well as Spring and Fall Assemblies. Submit your report to the Secretary by the deadline.
  - Meet with the hotel to create the Event Order one month prior to Assembly and AWSC.
  - Store and provide Area 61 banner, projector, raffle tubes, table tents, GR paddles for assemblies.
  - A suggested registration fee from each person attending the Assembly shall be adequate to cover expenses. The fee should be set by the Assembly Coordinator and approved by the AWSC. There will be no refund of monies after the deadline set by the Assembly Coordinator; however, substitutions are allowed.
  - Assist hosting district in setting up registration table:
    - Provide cash box with change and registration lists.
    - Give meal count to hotel and hosting district (one week ahead).
    - Have GR sign in sheets, voting paddles and registration signs available.
  - Distribute Table Tents for districts at assembly.
  - Check all rooms/facilities at hotel before the event and ensure that the meals are accurate, referencing the Event Order.

- ❖ Annual
  - Negotiate contracts with the hotel for three years in advance, (Chair will sign).
  - Maintain PO Box for pre-registrations.
- ❖ End of term
  - Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

**PUBLISHED RESOURCES**

- ❖ Cooperation between AI-Anon and AA Guideline (G-3).
- ❖ Guidelines for Districts Hosting Assemblies (available on-line at Area website).
- ❖ AI-Anon/Alateen Service Manual.
- ❖ WIUPMI-Area 61 Policy Manual.

**OTHER RESOURCES**

- ❖ Former Assembly Coordinators.