

POSITION TITLE: Convention Coordinator

UPDATE DATE: 5/11/2018

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

POSITION DESCRIPTION

Act as a liaison between the convention venue and the Convention Committee and the AWSC. The Convention Coordinator may choose to create an alternate and/or committee to help fulfill the duties of this position.

JOB REQUIREMENTS

- ❖ Good organizational, social and communication skills.
- ❖ Enjoy interacting with a variety of people and be able to handle complaints.
- ❖ Ability to team with Assembly Coordinator as a resource.
- ❖ Ability to multi-task and plan ahead.
- ❖ Have access to a computer and comfortable using email.
- ❖ *Useful skills: Familiar with 12 Concepts of Service, experience with event planning and negotiating contracts.*

DUTIES & RESPONSIBILITIES

- ❖ As needed
 - Work with the Convention Committee on issues arising with the convention venue.
 - Negotiate Contracts and facilitate Event Orders.
 - Work closely with the Convention Chairs on planning convention.
 - Stay up to date on facilitating Event Orders.
 - Prior to event and during: check rooms for readiness; assure technology needs are met.
 - Report follow up reflections and recommendations to AWSC.
 - Attend Spring and Fall AWSC meetings as well as Spring and Fall Assemblies; submit a report as necessary.
 - 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.
- ❖ 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 Al-Anon and AA Guideline (G-3).
- ❖ Al-Anon/Alateen Area Conventions (G-20).
- ❖ Al-Anon/Alateen Service Manual.
- ❖ WIUPMI-Area 61 Policy Manual.

OTHER RESOURCES

- ❖ Former Convention Coordinators.
- ❖ Area Officers.