



Area 32 District 8: Service Position Descriptions

Event Coordinator

Oversee the fundraising efforts and other events of District 8 Al-Anon. This is a District Coordinator position requiring a variable number of hours/month. It is a 2-year commitment. The prerequisite is 2 years of active participation in Al-Anon. Officers and Coordinators are encouraged to familiarize themselves with the Al-Anon Service Manual.

Duties Include:

1. Attends monthly District meetings and submits a written report to the Secretary
 2. Plans at least one District 8 fundraising event per year involving District 8 groups and members. Oversees all planning and logistics of the event including: event locations, arranging for speakers or guests, arranges for expenses, promotes the event through flyers and announcements, and plans any activities for the event.
 3. Plans additional events throughout the year including: workshops, panel discussions, District Day, Delegates Report; and oversees all planning and logistics.
 4. Is available to serve on committees for Area events held in the District.
 5. Communicates at District meetings event planning.
 6. Submits a proposed fundraising goal and anticipated expenses as part of the annual budget.
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District 8 Absence Policy: Per a motion passed by voting GRs, if any person holding a district position (officer and coordinator) is absent from 3 district meetings in a row without submitting a written report in advance to the Secretary, the position will be forfeited and the District may seek a replacement.

In advance of completing the term, Officers and Chairs are encouraged to find an Alternate/Incoming person and serve as a Service Sponsor for several months.

Adopted 11/2015, Revised and Adopted 5/2021