

# The Duties of the SLAA Intergroup Events Coordinator

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I. Purpose: This document is to provide SLAA members an understanding of how the Intergroup Events Coordinator acts as a “trusted servant” of SLAA.

II. General Responsibilities of All Officers: The following statement is copied from the Bylaws and provided within this template of position duties for your convenience. It should accurately reflect the Bylaws; if it does not, remind the Bylaws officer that this section of the template must be updated.

*1. Attendance at all Intergroup meetings is required. If officers cannot attend, they should:*

*a) arrange for a replacement who can perform their duties, or*

*b) supply an official written report, or in the case of a non-reporting officer, supply an official written notice of non-attendance, which must be sent either to the Chair or the Recording Secretary prior to the Intergroup meeting.*

(10/15/2005)

*Officers who fulfill these criteria are considered “Not In Attendance.” If officers fail to make these arrangements for a given meeting, they are considered “Absent” from that meeting.*

*2. In the event that an Intergroup officer is Absent (rather than “Not In Attendance”) 3 consecutive meetings or 4 in a calendar year, they may be replaced if the group favors such action.*

(7/17/99)

*3. Reporting and non-reporting officers*

*a) Reporting officers should provide a written or verbal report at each Intergroup meeting.*

*b) Non-reporting officers may make a report at any Intergroup meeting provided they notify the Chair in advance, and must make a report if requested in advance by the Chair or by a vote of Intergroup.*

*4. Outgoing officers work at the end of their terms with incoming officers to transfer the duties of the position.*

III. Specific Responsibilities of the Events Coordinator: It is important that you remember to document the responsibilities of your position. At the end or beginning of your term, inform the Bylaws officer of how, if at all, these responsibilities have changed.

A. On-going and As Needed.

1. Proposes, organizes and administers special program events for the purpose of creating fellowship, fundraising, and providing forums to facilitate recovery.
2. Delegates responsibility for particular events to appropriate committees or individuals within the fellowship as necessary.
3. Responds to event suggestions from the program fellowship.
4. For each event, builds a team to broaden responsibility for its success.
5. The Events Coordinator is a reporting officer (describes events that will occur or are likely).

B. Time Sensitive Duties.

1. Annually coordinates the SLAA Talent Show and Auction (held every June; the exact date may vary each year to allow for greater flexibility with the location and pricing). This requires reserving a location and producing flyers at least one month prior to the actual event.
2. Provide the Public Information Officer with sufficient notice to assist with event publicity.