

ACTIVITIES COORDINATOR (*Volunteer Position*)

Attend all District meetings or send a representative. Review past months meeting minutes and submit any corrections to the District Secretary.

Familiarize oneself with the duties of the Activities Coordinator and the Al-Anon/ Alateen Service Manual, and the WSO Guidelines.

Get upcoming activities to the District's Newsletter Coordinator.

Submit a profit and loss statement for all District 23's fundraisers to the District Treasurer.

Give a summary of the previous District event to the District's Newsletter editor.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Form a committee to plan upcoming District 23 events. Act as the chairperson and call the committee together on a regular basis. Be Familiar with other Area wide events.

Be willing to encourage group members to participate on committees, and at events or on Activities projects.

In January each year present a list of district events for that following year.

Keep a logbook of each event to pass on to the next District Activities Coordinator.

Have fliers available at District meetings one month prior to the event.

Turn in receipts to the District Treasurer in a timely manner.

Submit an estimated budget to the District Budget Committee.

A subscription to the *Washington Wanderings* is recommended.

Having a Service Sponsor is strongly recommended.

In March each year, submit a short report to the District of the past years events or activities.