

ACTIVITIES COORDINATOR (Volunteer-Position – by Vote or Appointment)

IN GENERAL

- Term of 3 years, congruent with Area Panel term
- Submit a Trusted Servant Profile by July District Meeting of voting year.
- Familiar with the Al-Anon and Alateen Service Manuals and WSO Guidelines
- District 23 Website - [Service Manuals/WSO Guidelines/Other Resources](#)
- Space to store 3-4 storage bins containing event supplies.
- Reading the Washington Wanderings is recommended.
- Having a Service Sponsor is strongly recommended.

MONTHLY

- Attend all District meetings or send a representative.
- Review past months meeting minutes and submit any corrections to the District Secretary.
- Announce upcoming Events and ask for volunteers to fill needed service positions at event.
- Give a summary report of any previous District Event.

ANNUALLY

- In January of each year present a list of all District events planned for that year
- Submit an estimated budget to the District Budget Committee for the upcoming years events.
- In March of each year submit a short report to the District of the past year's events or activities.

AS NEEDED

- Have fliers available at least one month prior to events.
- Form and chair committees to plan upcoming District 23 events as needed.
- Be Familiar with other Area events (AWSC, Pre-Con, Fall Assembly etc.) and try to plan District activities so they are not in conflict with those events.
- Supply the Website Coordinator with a flyer for upcoming events at least one month prior to the event so that it can be posted on the website. Email a copy of the flyer to the All-District email alldistrict23@dist23.org, the Washington Area Website Coordinator and the local Seattle AIS for posting to their websites.
- Turn in receipts for the event to the District Treasurer in a timely manner and supply a 'profit/loss' statement for fundraising events.
- Keep a logbook of each event to pass on to the next District Activities Coordinator.
- Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

“We are not in this alone! Together We Can Make It! Let It Begin With Me!”