

SCHEDULES 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
- District 23 Website - [Service Manuals/WSO Guidelines/Other Resources](#)
- Be familiar with and have access to Microsoft Publisher.
- Having a Service Sponsor is strongly recommended.
- Reading the Washington Wanderings is recommended

MONTHLY

- Attend all District meetings (or ask someone to represent you).
 - Ask for any changes to current meeting schedules.
- Review past months meeting minutes and submit corrections to the District Secretary.
- Prepare and print copies of current schedules in quantities requested by District.
- District 23 Meeting Schedules should include District 22, 23 & 28 and the following information:
 - Meeting Day, Time, location (in-person and/or virtual), District # and WSO #
 - Indication of whether the meeting is Family & Friends Only, or Family, Friends and Observers Welcome, has Handicap Access, or Childcare available
- Contact District 22 & 28 District Representatives to see if there are any changes to their meetings.

ANNUALLY

- Submit an estimated annual budget for the Schedules Coordinator position to the District Budget Committee
- In March of each year submit a short report to the District of the past years' events and activities.

AS NEEDED

- As changes are made to meetings, send a current PDF schedule to All District at alldistrict23@dist23.org, the Washington Area Website Coordinator, and local AA Information Office.
- 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!”