

## **SPEAKER BUREAU COORDINATOR** (*Volunteer Position*)

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

Report on all speaking activities at the District meetings.

Give the District Newsletter Coordinator a report on all pertinent speaking activities, and or request speaker volunteers.

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

Keep an updated list of all people willing to speak and the times they are available.

Familiarize oneself with the duties of the Speaker Bureau Coordinator and the Al-Anon and Alateen Service Manual, and WSO Guidelines

Coordinate with facilities for speakers, scheduling appropriate members for engagement.

Obtain literature through District 23's Literature Distribution Center and have WSO guidelines available for all speaking engagements.

Submit a list of anticipated expenses for each speaking engagement for the District's information.

Gain District's support before making a commitment that includes other member's participation.

Be willing to contact groups thru email or phoning to recruit members for speaking engagements as needed.

As a coordinator you are not required to attend all speaking engagements but it is recommended that you go with a speaker if it is their first time speaking for encouragement and support.

Submit an estimated budget to the District Budget Committee and the Literature Distribution Center.

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