

# **SPEAKER BUREAU 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](#)
- Having a Service Sponsor is strongly recommended.
- Reading the Washington Wanderings is recommended

## **MONTHLY**

- Attend all District meetings (or ask someone to represent you).
- Review past months meeting minutes and submit corrections to the District Secretary.
- Give Speaker Bureau Report on speaking activities at the District.
- Keep a list of all people willing to speak and the times they are available.

## **ANNUALLY**

- Submit an estimated annual budget for the Speaker Bureau Coordinator position to the District Budget Committee
- In March each year submit a report to the District of the past year's events and activities

## **AS NEEDED**

- Work with Public Outreach Coordinator to provide speakers as requested for institutions and community events.
- Be willing to contact groups through email/phone or personal visit to encourage members to volunteer for speaking engagements.
- Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.

## **AS TIME ALLOWS**

- 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.

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