

SCHEDULES COORDINATOR

(Volunteer Position)

Attend all District meetings or send a representative to learn of additions, deletions, changes and report on same. Review past months meeting minutes and submit any corrections to the District Secretary.

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

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

Keep schedules current; i.e., group changes, deletions and additions, and inform Website Coordinator of any changes.

Be familiar with and have access to Microsoft Publisher.

Give changes, deletions and additions to the District's Newsletter Coordinator for printing in the newsletter.

Prepare and make copies of the schedule in quantities requested by the District.

List date, time and location of Districts 22, 23, & 28 District meetings in the schedule.

Print District number (22/23/28) next to each Group's name in the schedule.

Call District 22's & District 28's District Representative to update their changes, deletions, and additions to see if they require any schedules.

Send current schedules to the local AA office, the District 23 Tele-Service Coordinator, District Web-site Coordinator, and WA Area Web-site Coordinator.

Submit an estimated budget to the District Budget Committee.
A subscription to the *Washington Wanderings* is recommended.

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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