

INSTITUTIONS COORDINATOR (*Volunteer Position*)

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

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

Report on all District Institutions activities.

Give the District Newsletter Coordinator all pertinent Institutions information.

Prepare a list of all local hospitals and institutions within our district.

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

Be willing to encourage group members to participate on committees, and at events or on Institution projects.

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

Submit a list of anticipated expenses for each new project for the District's information.

Literature for each project will be obtained through District 23's Literature Distribution Center.

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