

THIRD SATURDAY SPEAKER MEETING COORDINATOR (*Volunteer Position*)

Attend all district meetings or send a representative to report on activities, problems and solutions and encourage groups to host meetings. Review past months meeting minutes and submit any corrections to the District Secretary.

Familiarize oneself with pertinent information in the Al-Anon Service Manual and WSO Guidelines pertaining to speakers

Create and maintain a schedule of groups hosting the speaker meetings
Update flyer as names of speakers is provided to the District 23 email list, Seattle AIS office and Washington Area newsletter editor and website coordinator

Monitor various newsletters and websites to make sure information is correct.
Keep information with District 23, Washington area and WSO current .

Provide 25 hard copies of flyer to the district meeting for those who do not have Internet access

Develop guidelines for the meetings and send updates as necessary.
Send donations to appropriate parties in order to be self-supporting.

Maintain a healthy relationship with the hosting church by sending donations in a timely manner (within a week), communicating with the secretary about any issues and honoring their policy with the key and maintenance of the facility

Come to the church on the day of the meeting to open and assist the hosting group with set up. Bring copies of the opening, closing, steps, and traditions, silence your cell phone notice, meeting schedules and flyers. After the meeting, make sure the church is locked and clean and take the money to be donated to the church. Keep receipts from the church in an orderly fashion

Keep a list of how many people attended each meeting and how much money was collected for the Seventh Tradition.

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

Submit an estimated budget to the District 23 Budget Committee each year

In March of each year, submit a short report of the activities of the Third Saturday Speaker Meeting

Announce the meeting at all Al-Anon and AA Events

A subscription to Washington Wanderings is recommended
Having a Service Sponsor is highly recommended