



## **Virginia Area Al-Anon Alateen Assembly, Inc.**

### **AREA JOB DESCRIPTION**

**Approved: by the Assembly 7 August 2021**

**Effective Date: 21 August 2021**

#### **Position: AREA CONVENTION COORDINATOR**

**Term:** Three years

**Appointed by the Area Chairperson**

**Reviewed:** July 2021

#### **General Description**

The Area Convention Chairperson is responsible for the planning, organization and overseeing the of Virginia Area Convention. This is accomplished through the effective selection and implementation of an Area Convention Committee.

Expenses incurred by this position are covered in the Area Treasurer's budget (reference the Virginia Area Treasurer's Report for actual budget amount).

#### **Tasks**

- Work with the Convention Treasurer, Convention Liaison & Convention Committee to plan the Virginia Area Convention.
- Present the Virginia Area Convention proposal to the Area Officers for approval.
- Act as one of the signatories on the Virginia Area Convention checking account.
- Accept and deposit all Convention payments and contributions.
- Maintain a record of all activities to assist with next Area Convention Coordinator.
- Prepare a written a post-Convention report for the VAWSC meeting and Area Assembly.

#### **Time**

- Two-day Assemblies, currently scheduled for Spring and Fall.
- Convention is a two (2) day event typically over a weekend in August once every Panel.
- Convention planning meetings with Convention Committee as needed.
- Preparation for Assemblies as needed.
- Preparation for VAWSC meetings currently scheduled for March and August.
- Handle contributions, expenses and balancing the checkbook at a minimum on a monthly basis or as needed. (Approximately 2-3 hours per month).
- Produce written reports as needed. (Approximately 2-3 hours per event).

#### **Position Requirements and Desired/Helpful Skills**

- Thorough knowledge of the Al-Anon Alateen Service Manual.
- Verbal and written communication skills that reflect Al-Anon principles.
- Computer skills including the ability to maintain spreadsheets and/or databases.

- Proficiency in the use of e-mail for communication with the Convention Committee, VAWSC and Area Officers.
- Ability to save and back up Area records to an external device.
- A service sponsor.