

SPRING FLING CONVENTION

POSITION SUMMARIES

Al-Anon

Responsible for producing all Al-Anon functions at the Convention, including Luncheon with Circuit Speaker, Workshops and Meetings. Also responsible for obtaining Speakers for our Fundraisers.

Archives

Provide and display Archives material at the Convention.

Convention Chair

Coordinate all committees and facilitate all committee meetings. Speak at Opening Meeting of Convention on theme. Main contact and responsible for all communication with Committee Members.

Decorations

Provide decorations and signs, including table display centerpieces, for the Convention and Fundraisers.

Entertainment

Provide entertainment and activities, including music and games, for Convention and Fundraisers.

Flyer Distribution

Responsible for the coordination of getting flyers and announcements at all meetings and groups, including District meetings, Area Assemblies, and other AA functions thru-out the year. Need 8 Co-Chairs for the following areas: South, North, Central, West, St. Charles, Jefferson County, Illinois and Out of Area.

Greeters

Schedule and provide four to eight Greeters, at all times, at Convention and Fundraisers.

Hospitality

Inventory, purchase and supply all refreshments and schedule workers for Convention and Fundraisers.

Host

Schedule accommodations, flights and hosts for Speakers at Convention and Fundraisers. Main point of contact for Speakers, including regular and frequent communications.

Literature

Provide Literature display at Convention and Fundraisers with free items and items for sale.

Communications

Present Convention Flyers and info to AA websites and to all Central Service Offices in country. Make sure Convention information is in Box 459 and the Grapevine and our Newsletter. E-Mail flyers to previous participants.

Marathon Meetings

Responsible for scheduling and manning all Marathon Meetings at the Convention, including obtaining themes, Speakers, and Chairpersons.

Program Chair

Identify Speakers and contact Speakers for the next two year's Conventions. For current Convention set up all main meetings, including obtain Chairpersons and Readers.

Registration

Record registrations and payments for Convention and Fundraisers. Schedule and man Registration at Convention and Fundraisers. Assign Banquet seating at the Convention.

Secretary

Record, type and distribute minutes of all Board Meetings (twice a month) and all Committee meetings (once a month). Record attendance for all meetings. Maintain current Contact list of all Spring Fling members.

Ticket Sales

Create, distribute and track tickets for the Convention and Fundraisers.

Web Design

Update web page regularly with all current information through our third party provider. Ensure PayPal operations.

Young Person

Responsible for scheduling young person activities and obtaining a Speaker.

NOTE: All Chair and Co-Chair positions require one year of continuous sobriety. There is no sobriety requirement for volunteers, except for Registration and Hosting and Program which have to have one year of continuous sobriety.