Meeting List Coordinator

The Meeting List Coordinator produces and distributes the printed list of all District 14 Al-Anon group meetings.

Eligibility

- Elected by District 14 for a three-year term or until the end of the current panel.

General duties

- The Coordinator or their Alternate shall attend monthly District 14 Meetings and report on current activities
- Report all expenses with 90 days to the Treasurer with receipts for expenditures. They will also report contributions with a written record of all contributions.
- The Coordinator has the right to form a committee to assist in carrying out the functions of the Coordinator.
- The Coordinator or Alternate shall attend the annual budget meeting and submit a request to the Treasurer.

Skills and resources needed

The Meeting List Coordinator or Alternate should be able to:

- Use Microsoft Word. The printable meeting list is a complex Word document.
- Attach a Word or PDF document to an email message or website form to provide the meeting list to the website coordinator and the printing vendor.

Specific duties

- Provide at least one week's notice to the Group Representatives prior to printing a new meeting list, reminding them to notify the District of changes to their group's information
- Receive meeting changes from District 14 groups. Most Group Representatives submit their changes via an online form on the District 14 website, which automatically sends the information by email to the Meeting List Coordinator and Website Coordinator
- Update the meeting list document by adding new meetings that have a WSO number, removing meetings that have expired, and making other revisions as needed
- Provide the updated meeting list document by email to the Website Coordinator for posting on the District 14 website
- Arrange for printing a new supply of meeting lists when needed, usually 500 copies, and delivering them to the Literature Depot
- When requested via the website "Printed Meeting Lists by Mail" form, mail up to five copies of the printed meeting list to the requester

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