

Northern California District 14 AFG Incorporated Guidelines
Approved June 2025

Speaker Meeting Coordinator

Eligibility

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

General duties

- The Coordinator or Alternate shall attend District 14 Monthly Meetings and report on current activities.
- Report all expenses to the Treasurer within 90 days 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 budget meeting and submit a request to the Treasurer.

Specific duties

1. Make arrangements for the Group Rep-approved facility and ensure the facility is suitable for Speaker Meetings. Responsible for seeing the facility is left in a clean and orderly condition.
2. Provide groups with guidelines for both hosting the speaker meeting and speaking. The Host Group Guideline Packets is sent via email to the host group's Group Rep. The packets include:
 - Guidelines for the Host Group
 - AI-Anon Guidelines: Members Interested in Speaking (WSO G-1)
 - Speaker Meeting Format Suggestions
3. Secretary the Speaker Meeting following the printed format.
4. Pay rent to the facility, according to the facility's requirements.
5. Provide support to all host groups as needed; this may include providing them with speakers.
6. Maintain a list of speakers willing to speak on short notice.
7. Prior to the Speaker Meeting, talk directly with the speakers to answer questions and explain what they can expect on the night of the meeting.
8. Handle flyer production and distribution. Send flyer to webmaster to upload to D14 website, to events@ncwsa.org for publication on the NCWSA website, and bring copies to the District Meeting for direct distribution to Group Reps.

9. Provide an out-of-area speaker for the October Anniversary Meeting. Provide housing, transportation, and meals from the budget.
10. Coordinate with the October Speaker to do a Saturday workshop.
11. Attend monthly District Meetings to announce upcoming Speaker Meetings and encourage Group Reps to host an upcoming speaker meeting.
12. Work with the District's Zoom host to ensure that all speakers have signed a release form prior to audio-only recording their share during the meeting. The release form grants permission to upload their share to D14's PodBean account, which publishes and manages digital audio files for listeners to download or stream, and for making the recording available on the District 14 website.
13. Set up (minimal) with our IT tech volunteer for lights, mics, and sound check.
14. Lock up and set alarm code before leaving for the evening if required by the facility.
15. Confirm that the Assistant Treasurer and/or District Rep collects cash donations from each Speaker Meeting.
16. Create an annual Speaker Meeting budget and be available for the annual District 14 budget meeting to answer questions.

Alternate Speaker Meeting Coordinator duties

1. Help with setting up the auditorium (turning on lights and opening doors), tables and chairs if needed, and light clean up after the meeting.
2. Count attendees during the meeting.
3. Assist with 7th Tradition donations by helping to pass out the baskets.
4. Maintain the birthday chip inventory updated and order as needed.
5. During the meeting, help Host Groups celebrate the monthly Al-Anon birthdays with members both online and in the room, including a birthday countdown from Al-Anon's 70+ years.
6. Mail birthday chips to those who request them on the website form.
7. Provide refreshments for the October daytime workshop.
8. Currently, we have supplies for refreshments (plates, cups, napkins etc.) in our shared storage facility. When we run low, purchase and maintain supplies. Bring supplies for the refreshments to the Speaker Meeting. If a host group brings sheet cake or other food items, help host group cut and share.
9. If donation drawings are held, help host group members in the selling of raffle tickets for the donation drawing. Make sure there are enough small bills in the metal cash box for making change.

-end-