
JOB DESCRIPTION * WAVES RECOVERY ROUNDUP *
CAPE ATLANTIC INTERGROUP

Al-Anon Chair

- Attends monthly Roundup committee meetings and reports on progress.
- Selects a Co-Chair, and recruits volunteers for assistance with duties.
- Selects and confirms Al-Anon speaker, and provides a host for the Al-Anon speaker.
- Keeps in contact with speaker in the months leading up to and during the Roundup.
- Picks chair and readers for Al-Anon speaker meeting.
- Works with Workshop Chair to formulate plan for Al-Anon workshop.
- Selects presenters for the workshop, and chairpersons for meetings.
- Works with Program Chair to schedule meeting times, and provides info for event program and signage.
- Coordinates with Set-Up & Security to set up Al-Anon meeting space.
- Ensure Al-Anon meetings/workshops are running as scheduled and meeting chairs and speaker are on time.