
JOB DESCRIPTION * WAVES RECOVERY ROUNDUP *

CAPE ATLANTIC INTERGROUP

Program Chair

- Forms a speaker selection subcommittee, and follows a selection process to choose the four (4) main Roundup Speakers: Friday afternoon, Friday evening, Saturday evening and Sunday morning (Spiritual).
- Listens to speaker tapes and consults with other experienced members to create a list of potential main speakers.
- Reaches out to potential main speakers, invites them to speak, and confirms their participation.
- Keeps in contact with main speakers in the months leading up to, and during, the Roundup.
- Works closely with Al-Anon and Young People chairs, to assist in their selection of their respective speakers.
- Coordinates with Al-Anon and Young People chairs for their scheduling needs and meeting format input.
- Works with all committees to create the Roundup Program, for all speaker meetings, workshops, entertainment and meetings.
- Coordinates selection and scheduling of Readers and Meeting Chairs for the four main speaker meetings.
- Provides program schedule input to Graphics & Design Chairperson
- Provides copies of customized formats for each meeting place and time on the program.
- Works with speakers to secure affordable and reasonable travel accommodations.
- Calculates estimated reimbursements, and provides preliminary travel invoices to Treasurer as soon as available.
- Recruit hosts who will be responsible to assist the 4 main speakers with transportation upon arrival and departure. - Hosts should be available for speaker during the entire Roundup for their assistance and support.
- Ensure all program activities are proceeding as scheduled.
- Obtains speaker badging information, and passes this on to the Registration chair.
- Works with Roundup Chairperson to handle early check-in for speakers at the hotel.
- Arranges speaker gifts, and makes sure they are wrapped and delivered to the hotel rooms before speakers arrive.
- Attends hotel walk-through meeting to confirm room setups and locations.