
JOB DESCRIPTION * WAVES RECOVERY ROUNDUP *

CAPE ATLANTIC INTERGROUP

Workshop Chair

- Works closely with the Program chair, to coordinate presenters for 5 Roundup workshops and the Old Timers Panel.
- Assists the Al-Anon committee, to help facilitate their ideas for the Al-Anon workshop.
- Assists the Young People committee, to help facilitate their ideas for the YPAA workshop.
- Reaches out to **Area45** and **CAIG Steering Committee** for their inclusion as workshop presenters.
- Comes up with a theme for one additional workshop, and selects presenter(s) for it.
- Organizes and keeps a list of all the presenters, volunteers, necessary equipment and supplies for all workshops.
- Reaches out to the workshop presenters ahead of the event, to ensure they are progressing in the work they need to do for their workshops.
- Works with the Registration chair and Program chair to solicit panelists for the Old Timers panel.
- Selects a chairperson and readers for the Old Timers panel.
- During the Roundup: inspects each workshop space before it starts, to ensure everything is ready to go.
- Attends the workshops, whenever possible.