**Virginia Area Al-Anon Alateen Assembly, Inc.**

**AREA JOB DESCRIPTION**
**Approved:**
**Effective Date:**

**Position: AREA CONVENTION COORDINATOR**
**Term: 3 years**
**Appointed by the Area Chairperson**
**Reviewed: January 2024**

## General Description:

The Area Convention Chairperson is responsible for the planning, organization and overseeing of the Virginia Area Convention. This is accomplished through the effective selection and implementation of an Area Convention Committee.

Expenses incurred by this position are covered in the Area Treasurer's budget (reference Virginia Area Treasurer's Report for actual budget amount).

## Tasks:

- Work with the Convention Treasurer, Convention Liaison & Convention Committee to plan the Virginia Area Convention.
- Present the Virginia Area Convention proposal to the Area Officers for approval
- ~~Act as signatory on the Virginia Area Convention checking account, along with the Treasurer, Alternate Treasurer/ Convention Treasurer~~
- Maintain a record of all activities to assist with the next Area Convention Coordinator.
- Prepare a written a post-Convention report for the VAWSC meeting and Area Assembly.

## Time:

- Two-day Assemblies currently scheduled for Spring and Fall
- Convention is a two (2) day event typically over a weekend in August once every Panel
- Convention planning meetings with Convention Committee as needed
- Preparation for Assemblies as needed

- Preparation for VAWSC meetings currently scheduled for March and August
- Produce written reports as needed. (Approximately 2-3 hours per event)

## Position Requirements and Desired/Helpful Skills:

- Thorough knowledge of the Al-Anon Alateen Service Manual
- Verbal and written communication skills that reflect Al-Anon principles
- Computer skills including the ability to maintain spreadsheets and/or databases
- Proficiency in the use of e-mail for communication with the Convention
- Committee, VAWSC and Area Officers
- Ability to save and back up Area records to an external device
- Have a Service Sponsor