AREA CONVENTION JOB DESCRIPTIONS
Proposed 10 March 2018 Spring VAWSC
Proposed Effective Date: 01 January 2019

Position: AREA CONVENTION COORDINATOR
Term: Three years
Appointed by the Area Chair

General Description
The primary responsibility of the Area Convention Coordinator is to chair the Area Convention Committee.

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

Tasks
• Form a Convention Committee, with sub-committee Chairs as needed.
• Verify that the Convention complies with Al-Anon principles and policies, as described in the Al-Anon/Alateen Service Manual.
• Appoint a Convention Treasurer.
• Work with the Convention Treasurer and the Convention Liaison to develop the Virginia Area Convention budget.
• Keep Convention expenses within the Convention budget as closely as possible.
• Work with the Convention Liaison, keeping him/her informed of Convention business, especially in financial matters.
• Prepare written reports of Committee progress and present at the VASWC meetings and at the Area Assemblies.
• After the Convention, give a final written report to the VAWSC meeting and the Area Assembly, with any recommendations for the next Convention Committee.
• Retain records of the Convention Committee’s work and forward to the next Convention Committee.

Time
• Two-day Assemblies, currently scheduled for Spring and Fall.
• Preparation for Assembly as needed.
• Convention Committee meetings as needed.
• One-day VAWSC Meetings currently scheduled for March and August.
• Preparation for VAWSC meetings as needed.
• Coordinating, motivating, and problem solving as needed.

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.
• Past Area level service experience preferred.
• Ability to prepare an agenda and to chair a meeting.
• Ability to delegate functions and to oversee that work.
• A service sponsor.
Position: AREA CONVENTION TREASURER
Term: Three years
Appointed by the Convention Coordinator

General Description
The Area Convention Treasurer is responsible for the collection and distribution of all Virginia Area Convention funds and the accurate and current maintenance of all financial records of the Virginia Area Convention, including budget preparation, expenditures, and budget transfers.

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

Tasks
- Work with the Convention Coordinator and the Convention Liaison to develop the Virginia Area Convention budget.
- Present the Virginia Area Convention budget to the Area Officers for approval.
- Act as one of the signatories on the Virginia Area Convention checking account.
- Accept and deposit all Convention payments and contributions.
- Maintain a record of all payments and contributions.
- Receive the monthly bank statements and ensure that the Virginia Area Convention checkbook is in balance.
- Send copies of the monthly bank statements to Area Treasurer and Convention Liaison.
- Pay all bills associated with the Virginia Area Convention in a timely manner.
- Obtain expense receipts and write reimbursement checks for related Virginia Area Convention expenditures that have been approved by the Virginia Area Convention Coordinator.
- Provide a financial report for each VAWSC meeting, and each Assembly, including a copy of the current income and expenses, the current budget, and year-to-date contributions.
- Prepare a written post-Convention financial report for the VAWSC meeting and Area Assembly.
- Retain records of the Convention Treasurer’s reports and forward to the next Convention Committee.

Time
- Two-day Assemblies, currently scheduled for Spring and Fall.
- Preparation for Assemblies as needed.
- Preparation for VAWSC meetings currently scheduled for March and August.
- Handle contributions, expenses and balancing the checkbook at a minimum on a monthly basis or as needed. (Approximately 2-3 hours per month).
- Produce written reports as needed. (Approximately 2-3 hours per event).
- Produce the Virginia Area Convention budget. (Approximately 3 hours per Convention).

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 produce financial reports.
- Ability to read bank statements and to maintain a balanced checkbook.
- Ability to explain financial reports and budget to others.
- Ability to be bonded by an insurance company.
- Ability to save and back up Area records to an external device.
- A service sponsor.