

ALKATHON CHAIRPERSON 07-05-14

- 1) ARRANGES ALKATHON MEETING SCHEDULES AND TOPICS
- 2) CONTACT PRE-REGISTRANTS TO COMPLETE ALKATHON CHAIRPERSON SCHEDULE
- 3) PREPARES LARGE DRY ERASE BOARD OF ALKATHON TIMES & TOPICS FOR DISPLAY AT CONVENTION (1 AT HOSPITALITY & OUTSIDE ALKATHON TENT)
- 4) SET UP ALKATHON AREA AT CONVENTION, COFFEE, BIG BOOK READINGS, SUGGESTED LEADS, BANNERS OF PREVIOUS YEARS, ATTENDANCE RECORDS, ETC...
- 5) PROVIDE CLOSING MEETING WITH ALKATHON ATTENDANCE INFO AND ANY SPEAKER COMMENTS
- 6) MAKES "CHAIRPERSON ALKATHON NOTEBOOK" CONTAINING CHAIRPERSON FORMAT, PREAMBLE, HOW IT WORKS AND WRITTEN TOPICS FOR EACH MEETING
- 7) REQUIRES COMPUTER SKILLS TO LEVEL TO COMPLETE ABOVE TASKS
- 8) WORKS CLOSELY WITH AND ASSISTS PROGRAMS CHAIRPERSON AS NEEDED
- 9) WHEN CONTACTING POSSIBLE CHAIRPERSONS FOR ALKATHON MEETINGS INFORMS THEM OF SCHEDULE, TOPICS & RESPONSIBILITIES OF CHAIRING (CLEANING AREA, RECORDING ATTENDANCE, COFFEE, ETC..)
- 10) PROVIDES ALKATHON SCHEDULES TO REGISTRATION CHAIRPERSON PRIOR TO CONVENTION TO BE GIVEN TO CHAIRPERSON WHEN THEY ARRIVE
- 11) WORKS WITH CAMPGROUND CHAIRPERSON REGARDING SET UP AND CLEAN UP OF FRIDAY & SAT. CAMPFIRE MEETINGS
- 12) REQUIRES 2 YEARS OF BEING CLEAN AND SOBER
- 13) CHECKS WITH REGISTRATION BEFORE FIRST ALKATHON & PERIODICALLY TO ENSURE REGISTRATION OF CHAIRPERSONS
- 14) MAINTAINS RECORD OF TOPICS AND CHAIRPERSONS, ATTEMPTING TO ALLOW PERSONS WHO HAD NOT CHAIRED IN THE PAST TO HAVE FIRST CHANCE TO CHAIR AND TO NOT REPEAT TOPICS
- 15) INFORMS VOLUNTEER CHAIRPERSON OF EXTRA NAMES FOR POSSIBLE VOLUNTEERING IN OTHER AREAS OR TO PROGRAMS CHAIR AS POSSIBLE READERS AT SPEAKER MEETINGS
- 16) ENSURES ONE ALKATHON MEETING HAD THE TOPIC OF CONVENTION THEME
- 17) PROVIDES SCHEDULE TO PROGRAMS CHAIR PRIOR TO SCHEDULING ANY ALKATHONS TO ALLOW PROGRAMS CHAIRPERSON TO SCHEDULE SPEAKERS FIRST
- 18) ***SEE ADDITIONAL COMMITTEE MEMBER DUTIES***