

AL-ANON SPECIAL FUNCTIONS COORDINATOR

DUTIES & RESPONSIBILITIES reviewed 2025

The Special Functions Coordinator position is a term of 3 years.

The Coordinator is required to attend Area meetings in the City Office.

Area Meetings are held on a Saturday Morning usually every 8 weeks

The Area Secretary / Committee provides the next year's dates for Special Functions to be held.

YEARLY FUNCTIONS:

- Al-Anon's Birthday Celebration Meeting.
- Assembly to hear The Delegate's Report from Conference.
- Assembly to elect new Service Office Bearers (3 Yearly) - check Special Function's Coordinator and update as required.

MAJOR FUNDRAISER SPRING FAIR

- preparation articles leading up to event to encourage participation and to inform about Spring Fair.
- contact Stall Holders to ensure their needs are met and they are supported.

SOCIAL EVENTS:

- Can be introduced with approval by Area Members such as Friends of Anne & Lois Picnic.
- Support informal shared lunch gathering after last Area's Meeting at the end of year (e.g. paper plates & disposable bamboo spoon/forks)

COORDINATOR DUTIES:

- To book halls and venues for the above events as required, ensuring venue has appropriate requirements for the meeting
 - Toilets, use of kitchen, tables, chairs, adequate space
- Support the function on the day and ensure equipment needed is provided:
 - Tea Towels, Milk, Sugar, Biscuits, Detergents etc
 - White board set up & put down, Urns on, Paper Cups, disposable cutlery (such as bamboo spoon/forks), Special Drinks if required, Coordinator keeps most supplies at Main Office in Special Function's plastic containers.
- Maintain or provide Al-Anon banners and any signs as required.
- Launder table clothes.

SECURITY

- Ensure all Venues are left in a tidy manner usually as they were found.
- Ensure all Door's (& Gates if applicable) are secure when leaving the premises
- Be responsible for maintaining & packing away Al-Anon's property after the event

FINANCES

- Keep all receipts for any expenditure and provide to Treasurer

- Arrange payment of hall hire (If applicable including deposit's, Bond's and follow up after the event to ensure bond return has been received)-
- Any monies/cheque's required are to be arranged through the Area Treasurer
- Provide copy of Al-Anon's Personal Liability Insurance cover to the Hirer
- Be responsible for any monies collected if Treasurer not present

NOTICES & FLYERS

- Place in advance notices/agendas/information re: Events in Al-Anon's monthly Newsletter
- Where possible prepare Flyers for Group Distribution regarding coming events
- Supply article to Newsletter sharing informative outcomes from the event.

MEETING SPEAKERS/CHAIRPERSON'S

- Liaise during Area Meetings with Area Secretary and Committee to select.

AREA MEETING'S

- Attend all Area meetings (as possible)
- Provide monthly Reports on Planned Functions and Progress
- Provide Yearly Report including all activities and functions held throughout past year

REPORTS/CORRESPONDENCE

- Copies of all relevant paperwork/flyers to be retained and passed onto next Office Holder.