

Intergroup Special Events Coordinator Job Description

Qualifications:

- Coordinator (or nominee) must meet and maintain all the qualifications outlined for Board members outlined in WNYIG bylaws Article IV, section 3.

Term:

- Elected for a 2 year term (*pending approval of bylaw changes*).
- Can serve a maximum of 3 consecutive terms (6 years)

Responsibilities:

- Improve the process of spreading of the message, without the responsibility of making money for Intergroup.
- Responsible for creating and maintaining the WNY Intergroup Special Events Calendar to be published in the *Flutterbye* and or Intergroup meeting minutes. The calendar of events contains pertinent information concerning Intergroup sponsored events (i.e. spring and fall retreat, Public Information Events, Celebration of Abstinence), member group sponsored events (i.e. Public Information Events, 12th step within workshop, step/traditions workshop), Region 6 sponsored events (i.e. Assembly, Call-a-Thons, Conventions), and OA World Service sponsored events (i.e. IDEA Day, Unity Day, OA's Birthday, WSBC).
- Acts as co-chair for all committees responsible for Intergroup sponsored special events.
- Acts as Intergroup liaison for member group events, Regional events, and WS events.
- Is co-signer with the Intergroup Treasurer on the special events bank account. For retreats only, a designated retreat committee member will be temporarily added as an authorized signature on the special event bank account.
- Is responsible for presenting a monthly financial report to Intergroup containing beginning balance, a detailed listing of all expenses, a summary of all income, and an ending balance.
- Responsible for presenting a summary of each sponsored event including, but not limited to: income, expenses, attendance, survey results (if any), and possible recommendations for the next occurrence of that event. Note that the summary does not need to be created by the Special Events Coordinator, however they will be responsible for presenting it to Intergroup.
- Responsible adding/removing the temporary access of the designated retreat committee member to the Special Events bank account .