

# Job Description for HOSPITALITY COORDINATOR

Introduction: The elected Officers and appointed Coordinators (3-year term) are the board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and a charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. SCWS Coordinators must live within the California South Area during their entire term. The Coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The Coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. **ELIGIBILITY / QUALIFICATIONS** – Active member of Al-Anon in CA(S) with working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision-Making (KBDM) and SCWS Bylaws. Past or current Group Representative experience preferred but not required. Have an understanding of the Area and World Service structure. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES**
  - Coordinate with the Districts hosting hospitality at SCWS events.
  - Provide hospitality for Sharing of Service Workshop (SOS) the third Saturday in January.
  - Provide hospitality for a Longtimers event in the third year of service.
  - Purchase and maintain all area hospitality supplies prior to Area events.
  - Utilize rental storage space.
  - Keep storage space organized to facilitate an on-going inventory of supplies on hand and needed.
  - Arrive early before all events to provide a warm welcome and to start coffee brewing (takes 1 hour).
  - Has voice and vote at Board and Committee Meetings.
  - Prepare and present written report for each quarterly SCWS meeting and email to Secretary and *Bulletin* Editor.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED**
  - Desire and willingness to be of service.
  - Is accessible, available, responsive, and flexible.
  - Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Computer access and computer skills needed to e-mail documents, written reports for the *Bulletin*. Physical labor needed for set up of industrial size coffee pots, lift and carry boxes, maintenance and clean up of hospitality area. Has a strong sense of responsibility, able to prioritize and work independently or as a team member. Working knowledge of virtual platforms, i.e., Zoom, GoToMeeting, etc.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Purchase and maintain supplies for Area events.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Varies for preparation and participation in all events. Most events require eight to ten hours. Attends SCWS Board meetings, Area World Service Committee (AWSC), and Annual Sharing of Service (SOS) and support events of other Coordinators. See Mandatory Area Meeting Attendance table below for complete list of meetings.
7. **PREPARATION** – Have an understanding of AFG's Three Legacies and the current *Al-Anon/Alateen Service Manual*. Meet with outgoing SCWS Hospitality Coordinator regarding details of position. Notebook with detailed procedures will be provided at Turnover Meeting.
8. **TRAVEL** – Travel to all SCWS events and occasionally to other functions in the area. May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.

**MANDATORY AREA MEETING ATTENDANCE**

SCWS Board	January, May, July, October	3 <sup>rd</sup> Sunday	10:00am to 4:00pm
Area World Service Committee (AWSC) + new DR Orientation @ 8am	February, August	3 <sup>rd</sup> Saturday	9:00am to 4:00pm
Area Assemblies + new GR Orientation @ 8am	May, November	3 <sup>rd</sup> Saturday	9:00am to 4:00pm
Sharing of Service (SOS)	January	3 <sup>rd</sup> Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm

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