14. LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: SPECIAL EVENTS CHAIRPERSON

Elections for this position are held at the September business meeting.

- Thank you for accepting this *one year and one month commitment*, from the day you accepted the position through the first meeting in October. If possible, you will shadow your predecessor, and train your successor when you leave the position.
- If you are filling in for a vacated position, the Commitment Chair will find someone who has done the position before to train you. You are still eligible to make yourself available for one full term of that position. We discourage making yourself available for any position that you have previously served a full term.
- It is suggested you attend the 2nd Sunday monthly business meeting and become familiar with the Love and Service Group's History and Objectives.
- The Chairperson will train the Co-Chair and then rotate to Chair commitment 2nd year.

If you are unable to fulfill your commitment at any meeting, please find someone from our group to cover for you (preferably *someone who has done the job before*) **AND** let the Commitment Coordinator know. Or, if you need to discontinue your commitment altogether, please contact the Commitment Coordinator.

The suggested **qualifications** and sobriety for this position are:

1. 2 years of sobriety.
2. Suggested home group member.
3. Organizational skills and leadership ability and willing to be at all events.

Your responsibilities are:

1. Organize the Love and Service Anniversary (including beginning prep for oct anniversary event immediately following your commitment end), workshops, annual group picnic, Thanksgiving potluck and any other events that the group agrees to do.
    a. Ask Hope Center Liaison to get permission to use church facilities for the event. If not at Hope Center, secure a safe and appropriate meeting place.
    b. If an offsite event, arrange for tickets or admission as needed. (eg- Alcatraz)
    c. Lead all workshops.
    d. Arrange for people to bring food for potlucks.
    e. Someone to set out signs and make coffee.
    f. Someone to set up chairs.
    g. Arrange to have events hybrid/digitally recorded.
    h. Arrange to have a clean-up crew after all events.
    i. Stay in contact with Speaker Seeker chair to get all workshop info
    j. Help get the word out about events, announced at Sunday & Thursday meetings.
    k. Make flyers for all events and send them to Communique @ local intergroup.
    l. Send a flier to the Communication Chair to send out an email blast.

2. The Special Events Co-Chair will assist the Chairperson in all the above responsibilities.

Prior Chairs: 2021 Nicole A, 2023 Jeff W, 2024 Jeanette B, 2025 Kevin R., 2026 Thomas