

LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: SPEAKER CO-HOST

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 that you attend the monthly business meeting on the 2nd Sunday and become familiar with the Love and Service Group's History and Objectives.

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. 5 years of sobriety.
2. Flexibility in schedule (may need to be available all day Sunday).
3. Possess a valid driver's license, car insurance and have reliable transportation.
4. 2 year commitment.
5. Co-host will share responsibilities and be able to rotate in a Host the next year.

Your responsibilities are to coordinate with host to ensure the following are met:

1. Monitor, send and receive emails representing the Love & Service speaker host committee via the info@loveandservicegroup.org account. Account should be checked daily. You may also work with the Tech Chair to monitor email.
2. Work with the Speaker seeker chair to monitor and update the speaker spreadsheet. Based on actions required and changing status, the spreadsheet will require constant updating.
3. When a speaker has accepted an initial speaker engagement their name will be added to the spreadsheet for that date and the following action will be required:
 - a. Email the speaker our Love & Service speaker confirmation letter filled in with the proper information, dates and inform them you are part of the speaker host committee and the contact person. Also attach a copy of the group's history and a copy of the current speaker schedule.
 - b. Ensure the speaker has all of your contact information.
 - c. Update the spreadsheet by recording the date the letter was sent.
 - d. Update the spreadsheet with the date when the speaking confirmation has been received and they have officially accepted.

- e. If the speaker's name is highlighted in yellow (indicating action is required), travel arrangements are required.
- 4. Arrange air travel and lodging as required, consulting with the speaker committee chair and treasurer on budget (be prudent with the group's resources). Prior to booking any travel propose various flights and times to the speaker and confirm with the speaker such flights/times are acceptable.
- 5. Arrange any lodging required. check with home group members if anyone is available to host, and if speaker is agreeable to this.
- 6. Arrange transportation for each leg of their trip and document needed information on spreadsheet.
- 7. Contact each speaker about 10 days prior to their speaking date to see if they have any special needs or requests. Provide detailed information regarding who will be picking them up, a physical description, type of vehicle, etc. Ensure all contact information has been exchanged.
- 8. When arriving at Love & Service, introduce them to everyone and see if they have any requests or needs.
- 9. Check to see if they need to be reimbursed for any expenses. Communicate with the treasurer AS SOON AS TRAVEL ARRANGEMENTS MADE
- 10. Ensure they have adequate transportation for everything after such as dinner, lodging, airport, etc.
- 11. Send the speaker a thank you email within 24 hours after they have spoken (from the love & service email account).
- 12. Maintain proper financial documentation and communicate with the treasurer to ensure all records and costs are current and timely
- 13. Attend the monthly business meeting and keep the group informed of the status of speakers and if there are any issues or needs.