

## Minnesota Debtors Anonymous Intergroup

### Service Job Description

**Service Position:** Workshop Coordinator

**Length of Service:** 12 months

**Qualifications:** 3 months of not incurring unsecured debt

#### Duties:

1. Attend Intergroup monthly meeting
2. Reserve sites for Intergroup workshops
3. Coordinate with Committee Chair on venue
4. Confirm with Committee Chair and/or Committee Members on beverages and snacks to be provided at workshops and coordinate volunteers to bring snacks
5. Assist with assemblage of workshop materials
6. Set up and tear down of venues
7. Manage the registration table (collect same day registration money)
8. Hang or otherwise display 12 Steps/12 Traditions Posters
9. Maintain the Coordinator Supply Bin:
  - handouts
  - pens and pencils
  - registration and check in sheets
  - seventh tradition basket
  - name tags
  - copies of the steps promises and DA preamble all could be used to open the workshop

Estimated time commitment per month: 4 – 6 hours

#### Notes:

1. Workshop Coordinator can engage volunteers or coordinate with Committee Chair and Committee Members for greeters, set up and tear down of the venue, assistance at the registration table and snacks for events
2. See attached Venue list and contacts information