

Minnesota Debtors Anonymous Intergroup

Service Job Description

Service Position: Event Committee Chair (Intergroup sponsored workshops and events)

Length of Service: 3 – 9 months (time frame to plan and execute event)

Qualifications: 6 months of not incurring unsecured debt

2 Pressure Relief Meetings

Duties:

1. Recruit volunteers to Planning Committee
2. Present event spending plan to Intergroup for approval
3. Coordinate event flyer creation and present to Intergroup for approval
4. Send final approved version to Intergroup Chair to distribute to the groups
5. Plan and execute event with the assistance of committee and Workshop Coordinator
6. Confirm with Workshop Coordinator on beverages and snacks to be provided at workshops and coordinate volunteers to bring snacks (no snacks necessary at Fall Retreat)
7. Assembly of workshop materials
8. Assist with set up and tear down of venues
9. Assign Committee Members to the registration table, if necessary (collect same day registration money)
10. Deliver any 7th Tradition or same day registration funds to Intergroup Co-Treasurers

Notes:

1. All Intergroup sponsored events must adhere to the DA Manual for Service including:
 - Focus of workshops/events will relate DA 12 Steps, 12 Tools, 12 Promises, 12 Traditions, 12 Concepts and DA Pamphlets
 - Reference only conference approved material (AA Literature, DA Literature)
 - Our primary focus is to help the still suffering debtor