

# Hospitality Coordinator's JOB DESCRIPTION

Introduction: The elected officers and appointed coordinators (3-year term) of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. 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 any office beyond the group level.

1. **ELIGIBILITY / QUALIFICATIONS** – Active member of Al-Anon in CA(S) with working knowledge of the 12 Steps, Traditions and Concepts, current Service Manual and KBDM (Knowledge-Based Decision Making). Have an understanding of the Area and World Service structure. Must keep executive confidentialities.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Coordinate with the Districts hosting hospitality at SCWS events. Provide hospitality for a Longtimers event in the third year of service. Purchase all area hospitality supplies. 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 skills needed to e-mail documents. Physical labor needed for set up, maintenance, and clean up of hospitality area. Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
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 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3<sup>rd</sup> Sat) and May, Nov Assembly (3<sup>rd</sup> Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS or TEAM event and support events of other coordinators.
7. **PREPARATION** – Have an understanding of AFG's Three Legacies and the Al-Anon Service Manual. Meet with past SCWS Hospitality Coordinator. 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.
9. **PAGE REFERENCES** – There are no page references for Hospitality Coordinator in the Service Manual or SCWS Bylaws.