

Alcathon Chair Job Duties

Creating a Team

It is important to remember that this is everyone's alcathon and that we are not meant to run them by alone. Engage the fellowship with food sign up sheets and meeting sign ups. Create committees such as a decorations committee, set up committee, and break down committee. You can even parse out food and beverages to a committee. Ask for help and you will get it!

Chair:

(Venue Liaison, General Organization, Signage, Printing, Meeting Binders, Intergroup Reporting, Purchasing/Collecting Supplies for Cleaning/Meetings/Food as needed)

Meetings:

(Schedule Meeting Secretary/Speaker/Greeter Shifts, Meeting room setup & maintenance [literature, secretary binder, collection basket, pink can, bell, etc.]

Food

(Plans Menus and Food Donations per Schedule, Schedules Kitchen & Food Service Volunteer Shifts, Food Purchases, Collect service supplies, Coffee Service [Setup, Service & Maintenance through event], Kitchen Cleaning & Maintenance, Garbage Taken out Regularly, Final Kitchen Cleaning after the Event, Donating & Disposing of leftover food and beverages)

Decorations:

*(Collects and provides all decor, Responsible for setup and cleanup of all decor, ***would like to get much decor as donations as possible so we don't have to spend money on decor)*

Cleaning/Maintenance:

(Maintaining Cleanliness [of Meeting Rooms, Bathroom, Garbage Cans, Parking Lot per CrossWalk guidelines], Sanitizing Surfaces Regularly in all areas, Setup Cleaning Volunteers throughout event in shifts, final removal of garbage)

Treasurer:

(Directly handles funds from Intergroup, receipts, seventh tradition/H&I collections [designate people to collect after each meeting as needed], money to be put in envelopes after each meeting, prepares final report for Intergroup)

Meetings:

Oftentimes, people are given the opportunity to choose the style of meeting they want to run – whether it be speaker, topic/discussion, literature/discussion, etc.

Decorations and Supplies:

It is wise to get the IG storage key from IG and determine what we already have and what you will need. There are often leftovers from the previous alcathons, forks, plates, bottles of water, and decorations can often be found there.

Food

Members of the fellowship are eager to participate in the area of food. For Thanksgiving we usually make sure that we have 6-7 turkeys. Often groups will donate a turkey to an event. Make sure you include them in the count.

Set Up and Break Down

Please be aware that AA appreciates that we are able to rent spaces to have our Alcathons, part of that is taking care of whatever facility we end up in. Don't put holes in the walls to hang decorations, leave the rooms in better condition than you found them, and MAKE A STINK ABOUT CIGARETTE BUTTS. That is the biggest complaint that we end up with.