

## Roles and Responsibilities by Atlanta Inter-Group

These are not intended to be cast in stone. What we are suggesting is that these functions need to be done by someone for us to be good servants at this event.

If the area of responsibility is incorrect, then please bring it up so it can be properly covered by another area.

If there are other key items or if you anticipate other responsibilities that are not listed, please make note of it and include in your final report on suggestions. We would like this to be a living document that can be passed on to others.

These descriptions are broken down as follows:

1. Before: activities to perform prior to day of event
2. During: day of event activities
3. After: Follow activities associated with event
4. Final Report: each functional area should submit a final report summarizing any critical observations, recommendations, unanticipated problems and as appropriate monetary or other statistics such as items sold or costs.

If you have already performed any or all of the “Before” items, thanks for that. This is not intended to be a report format, but a suggestion on functions that we need covered.

### **Hospitality**

#### Before

- select food supplier
- work with vendor - preliminary food order
- arrange helpers
- buy supplies

- water
- snacks

#### During

- Coffee in the morning in the past was a full time effort
- hospitality room set up, volunteer scheduling
- lunch – set-up and management
- afternoon –coffee, snack room, etc
- set - up tables for lunch
- 9 AM – just prior to start of event, obtain latest estimate of attendees from the registration desk in order to place final food order
- provide margin on final food order

#### After

- help with clean up

#### Final report

- cost details for re-imburement
- list of vendors, contact info
- recommendations or suggestions
- what went right
- problem areas

### **Literature**

#### Before

- arrange helpers
- obtain material

#### During

- make sales
- keep records of what and how many sold

#### Final report

- cost details for re-imburement
- recommendations or suggestions
- what went right
- problem areas
- sales details
  - what

- how many
- any items exhausted supply

## **Facilities**

### Before

- arrange helpers
- fri before set up
- signs giving direction
- signs on each room for schedule of the day

### During

- work with recording people
  - primary talks
  - couple mtg
  - re-set room for couples mtg

### After

- break down
- clean up
- empty trash, etc
- include emptying the trash in bathrooms

### Final report

- recommendations or suggestions
- what went right
- problem areas

## **Program**

### Before

- break out mtg format
  - intro
  - prayers
- program topics
- primary speakers
- break out topics
- back up speakers
  - primary
  - break out

- provide program content info to registration for shipment to registered members

During

- select and introduce readings
- intro main speakers

After

- thank you notes?

Final report

- recommendations or suggestions
- what went right
- problem areas

## **Registration**

Before

- create and maintain DB
- provide volunteer info to chairs
- develop email list to notify of program content
- send preliminary program info to reg attendees
- open post office box
- print name tags – size of print is important

During

- 9:00 AM
  - give latest est of attendees
- take registrations

After

- give any monies to Treasurer

Final report

- recommendations or suggestions
  - what went right
  - problem areas
- final statistics on attendance
  - by fellowship

## **Treasurer**

Before

- open bank acct

- deposit cks
  - pay any REQUIRED payments
- During
- Provide change for registration, and literature tables
- After
- make payments to Hospitality, literature
  - deposit money from day of event
  - Distribute funds as requested to church and SA and S-Anon
- Final report

### **Secretary**

- Take notes at meetings
- Distribute meeting minutes
- Compile results of survey and distribute

### **Master of Ceremonies (MC)**

Welcoming comments

- Location of rooms, facilities
- Identify helpers
- Note on survey

Lunch

- Introduce program chairs

Afternoon

End of Day

- Thank you for coming
- Collect surveys
- Bid goodbye