

## **SJIS Event Coordinators' General Responsibilities**

SJIS sponsors and provides funding for a variety of events (NYE, Participation in Area 45 Convention, Spring Workshop and Fall Luncheon) to increase fellowship, broaden exposure to Al-Anon/Alateen literature for recovery, and to serve as fundraising opportunities. These events cannot be held without an Event Coordinator who is in charge. These are SJIS area events and not District events.

### **Vice Chairperson of SJIS Trustees Supervisory Duties**

Under the SJIS Inc By-Laws, posted on the SJIS website, under the ISR tab, [www.southjerseyal-anon.org](http://www.southjerseyal-anon.org) the Vice Chairperson of SJIS's Trustees is the trustee that oversees the Event Coordinators. In the Vice Chairperson position is open, the SJIS Chairperson will designate a Trustee to oversee each of the event Coordinators. The Vice Chairperson will present to the SJIS Trustees for approval, the event budget. The Vice Chairperson also notifies the SJIS Treasurer of the location of the event so the Treasurer can notify the SJIS General Liability Insurer so the event is covered under the SJIS policy. The Vice Chairperson is responsible to act as the day-to-day contact with the Event Coordinator and help resolve problems or issues that arise.

### **Duties of All Event Coordinators: Administrative**

The Event Coordinator is like the conductor of an orchestra – they lead a number of people who help create the experience. Although there are a number of reports, budgets, and notices, required they do not have to be created by the Event Coordinator! Recruiting volunteers and providing overall coordination and compliance with administrative requirements are the core duties of the Event Coordinator. Participation of many in service for the event creates harmony.

- Review, the applicable WSO Guidelines, at the WSO member site for your event. [www.al-anon.org/members/guidelines](http://www.al-anon.org/members/guidelines) Discuss with your team.
- Become aware of, and enforce, administrative guidelines set out by SJIS for all SJIS events.
  - Permits: The only auction that does not require NJ State and local permits is a silent auction where bids are done on a sheet beside the item being auctioned where everyone can see the previous bid. Traditionally, a silent auction has been part of the SJIS Spring Luncheon but not other events.
  - Submit a budget, in Excel form, to the SJIS Vice Chairperson for approval by the SJIS Trustees.
  - Submit flyers to the SJIS Vice Chairperson, for “hold the date/request for service help”, final announcement (with pricing and cut-off date and at door pricing), and, if appropriate final program. Forming a group/committee to help is recommended to increase service opportunities and harmony.

- The Coordinator, or member of their team, attends the SJIS ISR meeting immediately prior to the event, in order to hand out notices, request help, or encourage attendance.
- A brief article for inclusion in the appropriate quarterly version of the SJIS Newsletter Al-Anews, is to be submitted to Vice Chairperson. Prior to the event, a short article notifying the reader about the event (date, location, costs etc.) is helpful.
- Registration, Pricing and Payments:
  - The event must be posted on the SJIS website with registration/payment information. For the NYE, Luncheon, and Workshop, the web flyer must include the ability to register by mail sending check/money order to SJIS.
  - At the door payment is also allowed, but must be at a higher price than early mailed-in registration.
  - Alateen pricing, or free admission, should be a consideration for each event and part of the budget presentation information given to the Vice Chairperson. An Alateen program/offering should also be considered.
  - All on-site registration must have a registration form to go along with each attendee. The on-site admission funds must match the number registered.
- On day of the event: At the beginning of each session, fire exits for that room are to be pointed out.
- Revenue and Expenses:
  - Regardless of the form used to pay for the item (cash, check, credit card etc.) no reimbursement of expenses is possible without a receipt matching each expense, Use the SJIS expense form for reimbursement and attach all receipts.
  - Revenue for admission, or pre-admission, cannot be used to pay for expenses. Revenue must be submitted to the SJIS Treasurer.
  - The Event Coordinator shall submit, within two weeks of the event's completion, to the Vice Chairperson and SJIS Treasurer a summary of all revenue (pre-registration, on-site, and (if applicable) literature sales, silent auction sales, pass the basket donations, etc. All expenses are also to be summarized. A statement of net profit or loss must be included. Attendance figures are also necessary. If there are "free admission" attendees (such as Alateen) they also should be included in the attendance total.
- After the event, a few paragraphs submitted for publication in Al-Anews summarizing attendance and thanking those who served is required.

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