

## **Northern Delaware Intergroup of Alcoholics Anonymous**

### **Special Events COMMITTEE**

**The Chair of the Special Events Committee Responsibilities:** The Chair of this committee is responsible:

- Form a committee to research event details, dates, locations, cost, size, type of event.

The Chair will maintain regular contact with Committee members to determine progress toward goals.

#### **The committee purpose:**

- Explore venues to have such events
- Present idea details to steering committee for approval including budget needs for such events
- Announce and promote at intergroup meeting, and other meetings by word of mouth and printed materials
- Co-ordinate schedule of volunteers to set up, manage, break down and clean up events.
- Provide reports of each event and its outcome to Steering Committee and the Intergroup meeting.

**The Chair of this Committee may select a Co-Chair.** The Co-chair would carry out the duties of the Chair in his/her absence or other duties requested by the Chair.

**Committee members should be familiar with NDIAA and its various functions.**

**Expenses** Chairperson will follow budget requests as outlined in the financial management guidelines. (No other committee expenses travel. Distance needs to be considered if expensing any travel costs)

**Reports** - The Special Events Chair or designated representative of committee shall attend both the monthly Steering Committee and monthly Intergroup meetings where they can report activities and/or progress.

**The Special Events Committee meetings** will be determined by the Chair and/ or Co-chair