



# Central New Mexico Intergroup

<b>Job Title:</b>	Special Events Chair	<b>Job Category:</b>	Committee Chair*
<b>Abstinence requirement:</b>	3 months current abstinence		
<b>Term of Office:</b>	2 years		

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Updated: July 2018

## Job Description

### ROLE AND RESPONSIBILITIES

ORGANIZE AND PLAN SPECIAL EVENTS SPONSORED BY CNMI.

THERE ARE SEVERAL YEARLY EVENTS ORIGINATING WITH THE WORLD SERVICE OFFICE OF OVEREATERS ANONYMOUS.

INCLUDED IN THE YEARLY EVENTS ARE:

OA'S BIRTHDAY, 3<sup>RD</sup> WEEKEND IN JANUARY

UNITY DAY, 3<sup>RD</sup> WEEKEND IN FEBRUARY AT 11:30 AM (ROTATING ON SATURDAY IN EVEN YEARS AND SUNDAY IN ODD YEARS)

CELEBRATING SPONSORSHIP, 3<sup>RD</sup> WEEKEND IN AUGUST

IDEA DAY, 3<sup>RD</sup> WEEKEND IN NOVEMBER

12<sup>TH</sup> STEP WITHIN DAY, ON DECEMBER 12<sup>TH</sup> (TO BE OBSERVED ON OR AS NEAR THAT DATE AS POSSIBLE)

A CHECKLIST OF DUTIES:

LOCATE VENUE/MEET WITH VENUE TO ORGANIZE ENVIRONMENT

PUBLICIZE EVENT/ NEWSLETTER ARTICLES / DESIGN FLYER / DISTRIBUTION / EMAIL NOTIFICATIONS/ PURCHASE SUPPLIES/

PROCURE SPEAKERS/ DEVELOP WORKSHOP ACTIVITIES / GUIDE ACTIVITIES/ CLEAN UP

PREPARE AND SUBMIT A BUDGET WHEN PROMPTED BY THE CNMI TREASURER

### PREFERRED SKILLS:

KEEP A BUDGET    WRITE REPORTS    LOCATE VENUES    SPEAK IN FRONT OF GROUP    MEET DEADLINES    ORGANIZATION

### ADDITIONAL NOTES

\*See CNMI bylaws, Article VII for more information about Committees and CNMI Policy Manual, Article \_\_\_ for Committee chair qualifications and duties