**Events Coordinator**

Executive Board *Bylaw IV.2*

Term: 1 year (January - December) *Bylaw V.1*

Maximum 3 consecutive terms as Events Coordinator, 4 consecutive terms on Executive Board *Bylaw V.2, V.3*

Qualifications: *Bylaw VII.3*

1. OA membership: 6 months

2. Abstinence: 3 months

3. Intergroup service: 6 of the last 8 months

If no qualified candidate is available, these requirements may be modified by the Intergroup Assembly. *Bylaw V.5, VII.9*

Duties:

1. Attend Intergroup Assembly and Executive Board meetings.
2. Recruit and assist committees, meetings and individuals in organizing:
	1. 12 Step Marathon in September
	2. Thankathons on Thanksgiving, Christmas and New Year’s Day
	3. One or two additional events in winter and/or spring
3. Recruit volunteers to assist with above programs.
4. Check OAR2.org and OA.org for local events and pass on information to Web Editor to be added to web site and to Recording Secretary to be added to Summaries.
5. Update event binders as needed.
6. Coordinate with Literature Coordinator, Treasurer, Public Information Chair, and Web Editor regarding events.
7. Upload documents relevant to Events Committee and future Events Coordinators to appropriate Dropbox folder.

*Duties are based on Nov. 2012 Job Description (“EB OA IG Job Duties . . .”) and “IG-Events Coordinator.jpg” in “Service Position Descriptions” Dropbox folder.*