



ALTERNATE PROGRAM CHAIR

Requirements: 1 month abstinence requirement; working knowledge of the 12 Steps and 12 Traditions of OA; strong organizational skills and experienced user of MS Word; able to make PDFs for emailing to Committee; back-up point person at retreat caretaking the script, agenda, and service position signup clipboard; mirrors Program Chair.

Term: 2 year commitment.

- Mirrors the Program chair who works with both Speaker Getter and Retreat Chair to interface with upcoming speaker.
- Assists Program Chair who works with Speaker Getter and upcoming speaker to get topic and agenda for script.
- Assists Program Chair to create draft retreat agenda and script; assists Program Chair with speaker to get any revisions.
- Helps Program Chair to bring final draft agenda and script to last committee meeting (or emails Committee in advance of meeting) to discuss last revisions before finalizing.
- Assists Program Chair with generating final agenda, script, and emails to Committee members (Speaker Getter to email speaker).
- Helps Program Chair to create/update Welcome Letter and Retreat Schedule (a two-sided document) as retreat schedule becomes final.
- Assists Program Chair with making photocopies of agenda and script for Committee and also for binder on podium at retreat.
- Assists Program Chair with making photocopies of Welcome Letter and Retreat Schedule to be handed out with room keys during registration.
- Assists Program Chair with making photocopies of Evaluation Forms for literature table.
- Assists Program Chair with posting Welcome Letter and Retreat Schedule on bulletin board in front lobby.
- Assists Program Chair with posting open committee positions list on bulletin board in front lobby.
- Assists Program Chair with circulating the clipboard with open committee positions needing volunteers throughout the weekend.
- Assists Program Chair with tweaking the agenda and script throughout the retreat.