

Title: Convention Liaison

Purpose & Responsibilities: Serve as link between Southern Illinois Al-Anon Family Groups (SIAFG) and Illinois State AFG Convention. (Note: conventions are held in Southern Illinois in even numbered years re: 2014, 2016, 2018, etc.)

Specific Tasks & Methods:

1. Serve as link between SIAFG and Illinois State AFG Convention Resource Committee (CRC) and host of Illinois State AFG Convention Planning Committee (CPC)
2. When Illinois State AFG Convention is held in Southern Illinois, at least 18 months prior to convention, work with:
 - a. SIAFG Area Chairperson to select a convention chairperson or secure a district or districts to host convention
 - b. Convention Chairperson and SIAFG Area Chairperson to secure a site for convention
3. Attend various meetings
 - a. Southern Illinois World Service Committee (SIWSC) Meetings [3 per year]
 - b. Southern Illinois Al-Anon Family Group (SIAFG) area meetings [3 per year]
 - c. Illinois State AFG Convention Planning Committee (CPC) meetings
 - i. all when in Southern Area, # of meetings varies
 - ii. 3 when in Northern Illinois
 - d. Annual Convention Resource Committee (CRC) meeting (usually held 1st Saturday in December). (May need to be go-to person for coordination of this meeting.)
4. Prepare and give report at SIWSC and SIAFG meetings (3 per year) and supply written report to SIAFG/SIWSC Recording Secretary (report may e-mailed or given to secretary at said meeting)
5. Submit report/article to News-O-Gram (3 per year)
6. Submit Convention Liaison sharing to SIAFG Webmaster
7. Become familiar with Illinois State AFG Convention Guidelines
 - a. Provide guidelines to CPC when convention is in Southern Illinois and assist with interpretation
 - b. Work with NIAFG Convention Liaison to recommend guideline updates to CRC

Necessary skills/qualifications:

- Needed equipment: computer, printer/copier, internet
- Software programs: excel, word, e-mail
- Ability to communicate verbally and in print