

Ad Hoc Trusted Servant Role Opening – WORKSHOP CHAIR

Election of a Miracles Within Workshop Chair will occur at the September 9th Group Conscience meeting. See a description of the role responsibilities and requirements below as well as an accompanying nomination form.

Chair Role and Responsibilities:

- Lead effort to conduct a women's workshop sponsored by Miracles Within
- Set up an ad hoc committee or informal team of volunteers to help coordinate planning, working with the group Chair and others at Group Conscience in decision-making as needed.
- Schedule and preside over any special-called planning meetings
- Facilitate decisions on location, format, duration, speakers, event scheduling, and expenses, guiding the workshop team on the following (not all inclusive):
 - o Provision of food items
 - o Event setup and takedown
 - o On-site tasks and flow of the workshop
 - o Way to receive and compile workshop feedback
- Bring expense budget matters to the Treasurer, Chair, and others at Group Conscience
- Coordinate with the group Chair and document coordinator in using miracleswithin.org for advance workshop registration
- Collaborate on workshop communications with the group Chair and document coordinator in use of miracleswithin.org for email push notifications, plus content for any flyers (digital and printed), as well as work with Intergroup rep in posting for Atlanta AA Intergroup calendar
- Liaise with location facilities manager
- Solicit suggestions on speakers and make contact to get their participation
- Present regular report-outs on progress at Group Conscience meetings and during regular meeting announcement periods
- Conduct post-workshop session to review compiled feedback
- Conduct handoff to next workshop Chair

Requirements:

1 year of continuous sobriety
Have a sponsor
Home Group is Miracles Within
1-year term

Contacts: Nancy K. (678-557-8155), group Chair; previous workshop leaders: Deb K. (404-433-6253), 2025 chair; Lynnette H. (404-375-4963), 2023 chair; Laura S. (770-823-8379), 2022 chair

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