

Classifications of Individual Duties:

Meeting Leader:

Make sure all tasks have been assigned.

Have the following ready-to-go!:

- ***Breakfast Speaker Meeting Form***
- ***How AI-Anon Works*** book
- 7th Traditions baskets

Start and end meeting on time

Meeting Treasurer:

Count all money and place in the labeled bags. (Raffle, Tradition, Food)

Fill out ***AI-Anon Breakfast Meeting Report***.

Ask the Breakfast Coordinator who will be turning the Food and 7th Tradition money into District 6. (Your group keeps the Raffle money!).

Raffle Team:

Set up the Raffle table, sell tickets, run the Raffle in a timely manner.

After 10 minutes calling numbers allow anyone to take what is left. The group is responsible for taking away unpicked items.

Turn money into Meeting Treasurer.

Tradition Basket Starter:

Pass baskets after the Meeting Leader announces it and turn the money into Meeting Treasurer.

Setup and Cleanup:

Assign individuals to help in the kitchen.

The Breakfast Coordinator will answer all questions and concerns.

Very Important:

We strive to return the rooms to the way we found them.

Please place 4 long tables together near the back wall. Add pink chairs.

Setup 5 round tables with 30 brown chairs.

Place remaining tables and chairs back in the closet.

Put out the signs on entry doors and the green sign when the 1st speaker is going to start.

If kitchen trash is full, take it out to the bins across the parking lot by the fence.

Vacuum and sweep the kitchen floor.

02/02/2023

