



Central New Mexico Intergroup

Job Title:	Special Events Chair	Job Category:	Committee Chair*
Abstinence requirement:	3 months current abstinence		
Term of Office:	2 years		

Prepared by: Zana G. Updated: July 2018

Job Description

ROLE AND RESPONSIBILITIES

ORGANIZE AND PLAN SPECIAL EVENTS SPONSORED BY CNMI.

THERE ARE SEVERAL YEARLY EVENTS ORIGINATING WITH THE WORLD SERVICE OFFICE OF OVEREATERS ANONYMOUS.

INCLUDED IN THE YEARLY EVENTS ARE:

OA'S BIRTHDAY, 3RD WEEKEND IN JANUARY

UNITY DAY, 3RD WEEKEND IN FEBRUARY AT 11:30 AM (ROTATING ON SATURDAY IN EVEN YEARS AND SUNDAY IN ODD YEARS)

CELEBRATING SPONSORSHIP, 3RD WEEKEND IN AUGUST

IDEA DAY, 3RD WEEKEND IN NOVEMBER

12TH STEP WITHIN DAY, ON DECEMBER 12TH (TO BE OBSERVED ON OR AS NEAR THAT DATE AS POSSIBLE)

A CHECKLIST OF DUTIES:

LOCATE VENUE/MEET WITH VENUE TO ORGANIZE ENVIRONMENT

PUBLICIZE EVENT/ NEWSLETTER ARTICLES / DESIGN FLYER / DISTRIBUTION / EMAIL NOTIFICATIONS/ PURCHASE SUPPLIES/

PROCURE SPEAKERS/ DEVELOP WORKSHOP ACTIVITIES / GUIDE ACTIVITIES/ CLEAN UP

PREPARE AND SUBMIT A BUDGET WHEN PROMPTED BY THE CNMI TREASURER

PREFERRED SKILLS:

KEEP A BUDGET WRITE REPORTS LOCATE VENUES SPEAK IN FRONT OF GROUP MEET DEADLINES ORGANIZATION

ADDITIONAL NOTES

*See CNMI bylaws, Article VII for more information about Committees and
CNMI Policy Manual, Article ___ for Committee chair qualifications and duties