

Area 1 Alabama / NW Florida

Hospitality

Responsibilities/Duties

1. Actively participate in the process of the General Service Conference by being familiar with the quarterly Agenda Items.
2. Attend, serve, and participate in the Area 1 Assembly, as appropriate.
3. Prepare and present an annual budget for Area 1 Hospitality supplies, including income and expenses, to be approved by the Area Assembly no later than the 1st Quarter Assembly of that budget year.
4. Report income and expenses to Area Assembly at the Sunday morning business meeting.
5. Purchase and maintain equipment for coffee making, as needed.
6. Purchase coffee and supplies for use and availability in the designated location during the entire Area Assembly weekend.
7. Purchase snacks and cold drinks to sell in the designated location during entire Area Assembly weekend.
8. Generate, maintain, and make available to Area Assembly appropriate records of Area 1 Hospitality:
 - a. Supply and Equipment Inventory
 - b. Record of expenditures
 - c. Record of income and contributions
 - d. Budget Reports
 - e. Other information and documents as requested by Area Assembly
9. Coordinate and schedule shifts for volunteer coffee makers during entire Area Assembly weekend. *Additional volunteers may be necessary during peak times.*
10. Coordinate storage of coffee supplies and equipment for Area Assembly.
11. Ensure that coffee is ready and available during the entire weekend.
12. Transport coffee supplies and equipment to/from Area Assembly from designated storage area to designated Hospitality location.
13. As the Hospitality point-of-contact for all attendees, be familiar and able to offer information to Area Assembly attendees regarding the weekend Agenda Items and the locations/directions of each committee meeting.
14. As requested, attend Group, Intergroup, District, and other Area events/functions to share information and experience, as appropriate.
15. For more information on duties, responsibilities, and qualifications of Area Officers and Area Committee Chairs, please see the A.A. Service Manual, and other General Service Conference-approved literature.