

## CALGARY AIS – AA BANFF ROUNDUP LIAISON

The annual AA Banff Roundup with Al-Anon participation takes place the first weekend (Fri-Sat-Sun) in March.

**Term: 2 year - Starting September until the final wrap-up meeting in April of the second year.**

The Liaison will be someone 1) planning on attending the Round-Up; 2) who has some service experience beyond the group level and 3) who has knowledge and understanding of Al-Anon principles especially in relation to cooperating with Alcoholics Anonymous (4) act as mentor for an incoming Liaison during second year of term.

**Important Consideration:** The Liaison is responsible for their own personal expenses - transportation/hotel accommodation/meals/registration. This can be expensive.

Example for 2019: 1) Registration \$27 for speakers, workshops, meetings OR registration plus Sat night Banquet \$110; 2) Room at the Banff Park Lodge: \$146/nite dble occ plus taxes, X2 if staying Friday & Saturday.

Transportation: gas to Banff and back.

### **Duties:**

- Attend 5 AIS meetings per year (September, November, February, April & June) to present updates as Roundup plans develop & a final summary with recommendations
- Non-voting member unless also representing a specific group
- Attend one organizational meeting per month with the AA Roundup Committee for the duration of the planning and wrap up: Sept – April
- Maintain the right to approve selected Al-Anon/Alateen Speaker(s)
- Connect with seasoned Al-Anon members for recommendations for Al-Anon speakers ensuring as much as possible to have heard a recording and ensured respect of Al-Anon principles and traditions
- Keep Al-Anon/Alateen Speaker(s) informed of Roundup Program
- Confirm transportation and accommodation requirements for the Al-Anon/Alateen Speaker
- If required for Thursday evening, host/billet (or find a host/billet) for the Al-Anon speaker and provide transportation from/to the airport and Banff
- Ensure that the AA Committee is aware of Al-Anon/Alateen speaker's travel & accommodation needs and/or any dietary requirements
- Arrange for a separate Al-Anon meeting or workshop at the roundup
- Discuss literature needs with Bookstore and obtain financial approval from AIS prior to ordering
- Arrange for pickup of literature order with payment for sold items and return of unsold materials.
- Reserve the Calgary Al-Anon banner, pick up & return
- Find Al-Anon volunteers attending the Round-Up to assist with any/all Al-Anon meetings/workshop and literature display & sales
- Update Banff Roundup reference binder materials and place a copy of all relevant materials for the current event – poster, list of sold literature, report & recommendations
- Act as mentor for incoming Liaison during the second year of the term.

*The time commitment of 15 – 20 hours is in addition to attending the AIS meetings (1-1.5 hours) and attending the Roundup. On occasion, all positions may require an additional time commitment for projects on an ad hoc basis.*

**Extend the gift of recovery to others  
by requesting their assistance and support**

Revised November 2020