



Serenity Keepers Chairperson

Position Description

www.twc-detroit.org

Type of Position	Committee	Commitment Length	1 Year
Continuous Recovery	1 Year	Time Commitment	Moderate

Role of the Serenity Keepers Chairperson

The Serenity Keepers Chairperson is responsible for helping during events, as needed, and keeping the peace. This position requires the coordination of a minimum of three volunteers per event. Six volunteers will be needed for the conference. This is a great introductory TWC committee position.

Essential Functions

- Greet and welcome people as they arrive.
- Keep the peace at every event and at the conference.
- Take money during open talk functions, tally and submit to treasurer.

Talents Needed for Success

- Friendly and outgoing.
- Ability to handle situations as they arrive.
- Diplomatic demeanor.

TWC Purpose (taken from the TWC bylaws)

The purpose for which the corporation is organized is solely for charitable and educational purposes as described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (as amended or corresponding provisions of any future United States Internal Revenue Code), especially relating to the education of gay, lesbian, bisexual, transgender and allied communities on substance abuse issues.

Discrimination policy (taken from TWC bylaws, Article VI – Public Policy)

This corporation, in its dealing with clients, applications, employees and organizations will in no way discriminate against any individual or group of individuals because of race, creed, color, sex, sexual orientation, gender identity or expression, disability, religion, national origin, age, height, weight, veteran status, marital status or political affiliation.



Serenity Keepers Chairperson

Timeline

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Timing	Task / Item
Every Meeting	<ul style="list-style-type: none"> Attend every Committee meeting to keep in touch with the conference theme as it evolves. Update board on serenity keepers secured for each event. Let the group know of any needs you may have as you approach the conference.

Timing	Task / Item
For EVERY Event	<ul style="list-style-type: none"> Assist Fundraising Chairperson as requested. Post a Serenity Keeper at the door to ensure only attendees enter the building. Welcome guests as they arrive. Have Serenity Keepers visible to keep the peace.
Pancake Breakfast	<ul style="list-style-type: none"> See every event. Pass baskets during open talk, tally cash and submit to the treasurer.
For March Meeting	<ul style="list-style-type: none"> Have table sign-up sheets available for the conference and explain rules for sign-up. Have Board tell you how many tables they need for the banquet and brunch and provide them with the sign-up sheets and table names. Board and open talk speakers will be seated near the podium.
For Conference Weekend	<ul style="list-style-type: none"> Make everyone feel welcome. Assist the Board, as needed. Help maintain an orderly environment. Pass the baskets at the speaker meetings, tally cash and submit to the treasurer. Collect tickets for the banquet and brunch when the doors open for each event. Assist anyone who may have questions or need directions during the conference.
After the Conference	<ul style="list-style-type: none"> Provide feedback to AA/Al-Anon Chairs. Be sure to invite all Serenity Keepers to after-glow thank you party.