

Area Panel Assistant

Task Force Summary / Findings:

Panel 58 chose to continue with its trial of the Panel Assistant position. In the past, panels had Sergeant-at-Arms and/or GEMs help during area events.

Panel 61 approved making the Panel Assistant position a regular position.

Task Force Recommendation:

The recommendation is for the attached comprehensive job description and job duties be voted on and approved.

Job Description – Area Panel Assistant

The Panel Assistant is an AI-Anon member selected by the Chairperson. The Panel Assistant is not an elected position, is a non-voting member, and has no voice. The Panel Assistant helps the Chairperson and Officers prepare for area meetings and assemblies and assists the Chairperson and Officers as requested.

The Chairperson is the Hotel Liaison and main point of contact who will determine the room setups, food & beverage orders, and meeting schedule. However, during the event, the Chairperson turns over on-site management to the Panel Assistant. The Panel Assistant serves as the designated contact on the ground with the facility until the event closes.

The Panel Assistant should be acquainted with hotel rules and regulations and have a general knowledge regarding accommodating members with special needs.

Job Duties as Area 9 Panel Assistant

1. Prior to the event, the Panel Assistant accompanies the Chairperson to pre-planning meetings (via Zoom or in-person), to take notes (provided to the Chairperson). Once the Chairperson provides specific event instructions to the hotel (Specs), the hotel prepares the event orders (a/k/a “BEOs” or “Banquet Event Orders”).
2. The Panel Assistant obtains copies of the final BEO’s from the Chairperson and attends the “Pre-Con” Meeting with the Chairperson and hotel team. This may be an in-person or electronic meeting.
3. During the event, the Panel Assistant will confirm the meeting space(s), banquet rooms, registration tables etc., are set-up per the Chairperson’s instructions and as detailed in the BEOs.
4. Attendees will be asked to communicate any facility concerns directly to the Panel Assistant for resolution. For example: meeting room air temperature, need for more chairs, ice water, glasses, etc. The Panel Assistant will attempt to rectify the facility problems to accommodate the general comfort for the greatest number of meeting participants. If the Panel Assistant cannot resolve these situations, then the Area Chairperson will get involved.
5. Maintain a contact list to include hotel management, banquet captain, event technology person (audio/video) and the hotel engineer (air conditioning, lights).

In addition to the above, the Panel Assistant is responsible for providing and setting up the following during AWSC and Assembly, for example:

AWSC Tasks:

1. Name badges and lanyards for pre-registered attendees.

2. Table tents for the Business Meeting per seating chart to be provided by the Chairperson.
3. Place cards for seating assignments during meals.
4. "Reserved" signs as needed for display tables.
5. Banner for head table and enlarged photos of Lois & Ann.

Assembly Tasks:

1. Table tents that designate where everyone sits per seating chart provided by Chairperson.
2. Banner for head table/
3. "Reserved" signs as needed for display tables and raffle.