

Approved BDA Intergroup Service Handbook



Section 6 — Our BDA Intergroup Committee Chairs — Part 2

BDA Intergroup Special Events Co-Chairs:

SUGGESTED QUALIFICATIONS: In addition to the suggested qualifications listed on previous pages, the Special Events Co-Chairs express the fun and gratitude we experience as a result of DA and BDA recovery. We do request co-chairs for this position. The responsibilities, depending on the timing and size of planned events, can be huge, and leadership of those events should not be shouldered by one person alone. Event planning and volunteer management experience are both useful, but not necessary. Delegation skills are vital to the success of this position. Commitment and communication skills will help the Special Events Co-Chairs do their committed service.

TERM OF SERVICE: 2 years (with an option of a second term, but not a third, even non-consecutively)

DUTIES: As an opportunity to bring our worldwide BDA fellowship together, the Special Events Co-Chairs plan and orchestrate at least one major annual event, often as a fundraiser for our Public Information Fund. There are usually at least two or three additional Special Events or workshops, sometimes as fundraisers, sometimes not. There is no line in our spending plan for Special Events, because we want them to break even, at minimum, each year.

The Special Events Co-Chairs prepare and seek BDA Intergroup approval at least three months before moving forward with an event. Event approval usually includes: date, time, and location; focus, activity to be hosted, and name of the event; spending plan; flyer and outreach plan; and volunteer needs. The Special Events Co-Chairs also invite BDA members to participate in service at events, by outreach to BDA groups and members worldwide. The Special Events Co-Chairs report on progress at each monthly BDA Intergroup meeting, seeking help and guidance from other BDA Intergroup members.

The Special Events Co-Chairs provide approved speaker qualification guidelines to all prospective speakers and ensure that all speakers know they will be recorded, with those recordings to be uploaded to the BDA Intergroup website. We encourage our Special Events Co-Chairs to seek help with all events from fellow BDA Intergroup members and volunteers from member BDA groups, including coordinating with other BDA Intergroup positions, such as:

- ✓ eBlast Coordinator, International Newsletter Coordinator, PI Chair, and Tech/Web Chair to get the word out to the DA and BDA fellowship regarding each event.

Special Events Co-Chairs contribute to an archive of successful events for replication in future years and use the Special Events Committee's financial resources wisely. In general, Intergroup-hosted Special Events should:

- ✓ Be open to all DA and BDA members, perhaps especially newcomers
- ✓ Uphold the 12 Traditions
- ✓ Enhance fellowship
- ✓ Offer something of value to the participants
- ✓ Share service responsibilities
- ✓ Suggest voluntary donations and amounts (when applicable) but never make admission mandatory.

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BDA Intergroup Special Events (or Workshops) Co-Chairs — continued:

All the 12 Traditions are important guides for planning and carrying out events. A few are highlighted here for consideration. (The information on this page has been adapted from DA's "A Guide to Special Events.")

Tradition 4: "Each group should be autonomous except in matters affecting other groups or DA (or BDA) as a whole." In keeping with the Fourth Tradition, it is suggested that events not be presented as "DA or BDA events" since that would imply approval by the fellowship as a whole. An acceptable alternative example would be a "12-Step Workshop hosted by the BDA Intergroup of Debtors Anonymous."

Tradition 5: "Each group has but one primary purpose — to carry its message to the debtor (and business owner) who still suffers." By maintaining focus on the Fifth Tradition, the planning committee will ensure that the event will truly provide 12-Step service (based on the principles of DA and BDA).

Tradition 6: "A DA (or BDA) group ought never endorse, finance, or lend the DA (or BDA) name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose." The more mindful the event committee is of this Tradition when deciding the format and venue for the event, the more successful the event will be. This Tradition is also critical for spreading the word for the event to other BDA members while being careful not to imply an association or authorization for the event by Debtors Anonymous as a whole. This Tradition also is a good reminder to avoid topics from outside sources and to avoid using non-conference approved literature at events.

Tradition 7: "Every DA (or BDA) group ought to be fully self-supporting, declining outside contributions." Events are sometimes held with the intent of raising funds [usually for the BDA Intergroup's Public Information Committee, in our case]. When [accepting contributions] to an event such as this, it is important that it only be promoted to members of DA and BDA, ensuring that an outside contribution is not inadvertently accepted from a person that is not a member of the [DA and BDA] fellowship.

Tradition 8: "Debtors Anonymous should remain forever non-professional, but our service centers may employ special workers." This Tradition reminds the committee to avoid any compensation to DA or BDA members acting as members of PRGs or any other service that might be seen as Twelfth Step work. A suggested donation to the event would be more appropriate than charging members for services.

Tradition 9: "DA (or BDA), as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." This Tradition is a good reminder to the trusted servants on the event planning committee and the people providing service during the event that they are responsible to the [DA and BDA] members attending the event.

Just as the Twelve Steps, Twelve Traditions, and DA (and BDA) Tools provide the path for our personal recovery, they also provide the framework for a successful event. DA (and BDA) members are creative and there is no limit to the breadth of topics and formats for Special Events.

FOR MORE INFORMATION ON SPECIAL EVENTS, please refer to —

"A Guide to Special Events" (included in the annual "Debtors Anonymous Manual for Service")