

Position: Saturday Night Live Speaker Coordinator

Responsibilities:

- Finds MA fellows to share their story and coordinates the speakers for the Saturday Night Live (SNL) meeting at 8pm EST.
- Accepts recommendations and suggestions from other “speaker seekers” for fellows to share on SNL and is responsible for scheduling them to share.
- The Speaker Coordinator will maintain a list of speakers that includes: the name, date and contact information of the speaker. The list will also include information about whether the speaker agrees to be recorded and if they do, if they agree to have it played on the MAWPM line and/or posted as a podcast.
- Shares speaker list with SNL Chairperson and Podcast administrator. The SNL Chairperson will contact the speaker prior to their share to answer any questions (dial-in number, access code, meeting flow, approximate length of share, etc.).
- Regularly attend the monthly MAWPM Group Conscience, report on the current status of confirmed speakers, and ask for help from the group as needed.
- Two months prior to the completion of term, submit vacancy as an agenda item at GC and MAWPM script announcement. Agree to train their replacement.

Requirements: 6 months of continuous clean time from marijuana

Term Length: minimum: 6 months

maximum: one additional term

Revised 10-13-24