**Position: Speaker Seeker Coordinator**

**Responsibilities:**

* Finds MA fellows (women) to share their story or experience on a step (depending on the meeting) and coordinates the speakers for the WIR speaker meetings.
* Accepts recommendations and suggestions from other members for fellows to share on WIR and is responsible for scheduling them to share.
* The Speaker Seeker will maintain a list of speakers that includes: the name, date and contact information of the speaker.
* Shares speaker list with the Chairpersons and acts as a contact for 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 WIR 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 WIR script announcement. Agree to train their replacement.

**Requirements:** 6 months of continuous sobriety

**Term Length:**  minimum: 6 months

                         maximum: one additional term