

**POSITION TITLE:** Chairperson

**UPDATE DATE:** 5/11/2018

**UPDATED BY:** Chairperson (Panel 56, 2016-2018)

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#### **POSITION DESCRIPTION**

The primary job of the Chair is to facilitate the Area's business meetings throughout the year.

#### **JOB REQUIREMENTS**

- ❖ Leadership and organizational abilities.
- ❖ Able to communicate and cooperate with others.
- ❖ Able to define an agenda and conduct meetings in an orderly manner.
- ❖ Chair meetings without expressing personal opinions or prejudice.
- ❖ Have access to a computer and be comfortable with using email.
- ❖ Familiar with the Twelve Concepts of Service.
- ❖ *Useful Skills: Working knowledge of Knowledge Based Decision Making (KBDM). Familiar with using Microsoft Word and Powerpoint software.*

#### **DUTIES & RESPONSIBILITIES**

- ❖ As needed
  - Create Thought and Task Forces for specific projects. Define and communicate their charge and deadline(s) to them. Monitor their progress.
  - Encourage service at the Area-level.
  - For vacant Officer positions - The Alternate Delegate fulfills a vacant Delegate position. The Chair appoints a qualified member as acting Officer for a vacant position (including Alternate Delegate). As soon as possible, hold an election at Assembly to elect an Officer for the balance of the term.
  - For vacant Coordinator positions – The Chair appoints a qualified member to fill a vacant Coordinator position for the balance of the term.
  - The Assembly Coordinator negotiates meeting event contracts (currently at Hotel Mead). The Chair is then responsible for signing the contracts in a timely manner.
  - If the Delegate cannot attend any AA Conference, participate in the Regional Alateen Convention, District Workshops or the TEAM event, the Alternate Delegate will represent the Delegate. This is followed by the Chair, Secretary, and Treasurer if the Alternate cannot attend.
  - Following your term, act as a mentor to your successor.
- ❖ Semi-annual
  - Policy Committee & AWSC meetings - Spring (March) / Fall (August) and Assemblies - Spring (May) / Fall (September)
    - Set the agendas (with assistance from the Secretary). Distribute in advance via the website (DRs are to distribute materials to all groups in their District).
      - Spring Assembly agenda: Delegate reports on the World Service Conference (WSC), 45-60 mins.
      - Partners-In-Service Day at the Spring AWSC prior to the Fall Election Assembly (the last year of the panel). Vote at the previous Fall AWSC on Partners' seating and voice.
    - Submit your report to the Secretary by the deadline.

- Chair the meetings.
- ❖ Every 3 years/End of term
  - Manage the updating of all AWSC position job descriptions. Distribute for review by the Assembly.
  - Assist AWSC members in creating/updating a job duties document (if their position requires very detailed instructions).
  - Update & distribute the Candidate Profile.
  - Update and distribute the Election Procedures document for vote by AWSC and Assembly.
  - Update and distribute the Position Turnover document for review by AWSC & Assembly.
  - Facilitate the election process at the Fall Election Assembly.
  - Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

**PUBLISHED RESOURCES**

- ❖ Al-Anon/Alateen Service Manual.
- ❖ WIUPMI-Area 61 Policy Manual.

**OTHER RESOURCES**

- ❖ WSO's AFG Connects.
- ❖ Former Area Chairs.