

TEXAS EAST AREA 53 CHAIRPERSON JOB DESCRIPTION

TERM LENGTH: Three Years (Beginning January 1, after election).

PURPOSE: (Reference: *Al-Anon/Alateen Service Manual*) A Chairman should have leadership and organizational ability, serving rather than dictating. It is essential to be able to plan an agenda and conduct meetings in an orderly manner. Communication and cooperation with others are key elements of a good chairmanship.

QUALIFICATIONS:

- Any person that has served three years as a District Representative or as an Area officer in the World Wide Fellowship of Al-Anon/Alateen.
- Has remained active in the East Texas Area 53 by not missing more than two (2) assemblies during the current panel term. Current District Representatives must also not have missed more than four (4) Area World Service Meetings during the current panel term.
- Regularly attends Al-Anon Meetings.
- Is not also a member of Alcoholics Anonymous.

VOTING QUALIFICATIONS: Votes at the Area World Service Committee (AWSC) meetings but not at Assemblies.

RESPONSIBILITIES:

- The Chair conducts all Assemblies and AWSC meetings.
- Calls the Assembly for the election of a Delegate, other officers and area coordinators.
- Works closely with Delegate, Area Coordinators and Area Officers. If any officer other than the Delegate resigns before the end of his term, the Chairman appoints another DR to fill the office temporarily. As soon as convenient, an Assembly should be called to elect a successor for the un-expired term.
- Appoints ETAAA Assembly Mentor.
- Chairs and sets business agenda for AWSC and area assembly meetings.
 - Provides the business meeting agenda to *The Beacon* to be published prior to assembly.
 - Reviews and approves fliers for assemblies.
 - Reviews and approves program agenda for assemblies.
 - Reviews and approves local budget for assemblies.
 - Requests how the meeting room should be setup with microphones, TV/DVD or other Audio/Video equipment as needed for presentations and speakers.
 - Keeps the AWSC and area assembly business meeting discussions on track, on topic and on schedule.
 - Starts and ends business meetings on time.
- Writes an article (report) for *The Beacon* four times a year.
- Requests and processes discussion topics for both the AWSC and Assemblies.
- Provides the membership with discussion topics and background information well in advance.
- Is a resource for information on how various topics for Districts and/or groups (e.g., conflict, use of terms or language in groups, etc.)
- Creates committees, thought forces, and/or task forces as needed.
- Attends South Central Region Delegates meeting.
- Turns in Area related expenses to the Area Treasurer within 2 weeks of the event (e.g., Assembly, AWSC, etc.).