

Florida South Area 10 Chairperson Position

Eligibility

Anyone who has not already served a full 3 year term as chairperson for Florida South, and who is an outgoing or former District Representative of Florida South Area 10 (must have served a full 3 year term) is eligible to stand for this rewarding position. The Florida South Area 10 Chairperson serves a three year term, one day at a time.

Responsibilities

The Florida South Chairperson's responsibilities include but are not limited to:

- Locates a hotel and secures a contract for each of the AWSC Meetings, Winter and Summer each year, plus a one day AWSC Turn Over Meeting at the end of the 3rd year of the panel
- Makes provisions for hotel reservations for the Area Panel for each Area Meeting per Reimbursement Procedures located on the back of the Reimbursement Form
- Prepares, copies and distributes the agenda for each of the AWSC Meetings. Places the "Conflict of Interest" on the agenda for the first meeting of each year so that the minutes reflect the Officers' signing of the same
- Locates a hotel and secures a contract for each of the Assembly Meetings, Spring and Fall each year of the panel, bigger facilities are needed for the last Fall Election Assembly as it usually has at least 50-75 more attendees. The Chairperson schedules the Spring Assembly soon after the Delegate returns from the WS Conference to hear the Delegate's report
- Prepares and distributes a tentative agenda to the panel members by email and copies and distributes the final agenda for the AWSC Meetings and for each of the Assemblies. The agendas should be completed in time to be included in the Area Newsletter and posted to the Area Website.
- Conducts all AWSC and Assembly meetings as an impartial party
- Establishes a quorum and maintains that quorum is met for all voting at all meetings
- Secures a leader to chair the Spiritual Meeting at the conclusion of the AWSC and Assembly meetings
- Prepares, copies and distributes the flyers for all AWSC and Assembly meetings
- Prepares, copies and distributes the Area Calendar at each AWSC meeting and Assembly, keeping the third Saturday of each month January through Convention each year reserved for convention meetings.
- Assigns a District for Stuffing folders and another for Registration for each Assembly
- Reviews all contracts for all Florida South Conventions and Florida South Alateen Conferences. Must be an authorized signer on each contract along with the respective chairs of those events. Visit the prospective location with the chairs if possible
- Ensures that the liability insurance policy is renewed each year and the COIs are updated for each event facility throughout the panel

- Appoints members to selected Standing Committees of your choice, usually three per panel
- At the beginning of each Panel the Area Chairperson appoints members on 2 Committees:
 - 1 Area Alateen Safety Committee (Is a member of this committee) and
 - 2 Area Alateen Appeal Committee, as directed in the AMIAS flow chart approved by majority vote at the Fall Assembly 2013
- Appoints Thought Force and Task Force Chairpersons, follows up with progress, and discharges those committees when their tasks are completed
- Becomes familiar with the Florida South Area 10 By-Laws
- Utilizes an anonymous e-mail address for use and posting on the Florida South website during the panel term. Responds promptly to all emails directed to the chairperson
- Visits the Districts if invited and schedule permits
- Keeper of all passwords, codes, keys (copies) etc.
- Attends all Area functions, including Service Seminars, TEAM Events, etc. if possible
- The Chairperson calls the Election Assembly prior to the end of the three year term so that a new Delegate and other Officers can be elected
- Proofreads the minutes of each meeting within 2 weeks of each meeting and returns changes promptly to the Secretary for completion and distribution to the panel members

Additional Information

- Is a signor on all Area bank accounts, including any electronic accounts or other banking services along with the Florida South Area Treasurer
- Is listed as President of AFG Florida South (Area 10), Inc. with the Florida Division of Corporations during the three year panel
- Calls and conducts any special meetings of the Officers if needed
- Is the last person to leave the meeting rooms at the conclusion of each event and clears the rooms of any lost and found items and/or paperwork with Al-Anon information. Inform the hotel or facility that your group has concluded their business and has cleared the room/facility.

My best experience, strength and hope is to **always** lead as a humble servant for the good of Al-Anon as a whole. This is a wonderful once in a lifetime opportunity and growth from this level of service is phenomenal.