

## **CHAIRPERSON - Job Description** *(Fellowship side)*

**(chair@afgfls.com)**

### **Eligibility Requirements for the Position:**

All former and outgoing Florida South District Representatives who have previously served a full 3-year term as District Representative and a full 3-year term as Group Representative, both in Florida South – total of six (6) years – and who have not previously served a full 3-year term as Chairperson for Florida South Area 10. (This is a 3-year commitment.)

### **Corporate Responsibilities:**

- Serves as the President of the Corporation, and, in that role, is a member of the Board of Directors and the Executive Committee of the Board of Directors.
- Is listed as an officer of AFG Florida South (Area 10), Inc. with the Florida Division of Corporations during the three year panel. It is important to note that the officer's full name and address is listed on sunbiz.org, and is thus not anonymous.
- Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.

### **Job-Specific Duties and Responsibilities:**

- Locates a hotel and secures a contract for each of the Area World Service Committee (AWSC) meetings (Winter and Summer) each year, plus a one day AWSC Turn-Over Meeting at the end of the 3<sup>rd</sup> 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.
- 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 World Service Conference (WSC) to hear the Delegate's report.
- Prepares and distributes a tentative agenda to the panel members by e-mail 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 any Area publications and posted to the Area website.
- Conducts all AWSC and Assembly meetings as an impartial party. In the event of a tie vote at an AWSC Meeting, the Area Chairperson can cast deciding vote. (Note: The Chairperson does not have a vote at Assembly.)
- Establishes a quorum and assures that the 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 and coordinates copying and distribution of the flyers for all AWSC and Assembly meetings.
- Approves dates for all Area Events.
- Prepares and coordinates copying and distribution of 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 or individual for preparing / stuffing folders and another for coordinating 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. Visits the prospective location with the chairs, if possible.
- Ensures that the liability insurance policy is renewed each year and the Certificates of Insurance (COIs) are updated for each event facility throughout the panel.
- Appoints members to selected Standing Committees of the Chairperson's choice, usually three per panel.
- At the beginning of each Panel the Area Chairperson appoints members on two (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.
- Keeps all passwords, codes, keys (copies) etc.
- The Chairperson calls the Election Assembly prior to the end of the three year terms 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.
- 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.

Informs the hotel or facility that your group has concluded their business and has cleared the room/facility.

### **General Duties and Requirements:**

- Conducts two (2) (Winter and Summer) Area World Service Committee Meetings (AWSC) in years one and two of the panel, and three (3) AWSC meetings in year three.
- Conducts two (2) Assemblies (Spring and Fall) each calendar year for all three years of the panel.
- Attends Florida South Area 10 Service Events, and conducts a workshop on the service position, or other topic, depending on the theme of the event.
- Participates at district events within Florida South Area 10, when invited.
- Participates in all WSO communication opportunities, i.e., conference calls and *AFGConnects*.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Serves as a support to the corresponding/new incoming panel member.
- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Must have computer and internet access.
- Prepares written reports, articles or information for any Area 10 publications, announcements or website by the deadline requested.
- Leads “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Assures that written notes of the breakout meeting are provided to the Area Secretary.
- Failure to be present at two consecutive Area World Service Committee/Assembly meetings (combined) is grounds for removal and replacement of an Officer.)