

Florida South (Area 10) ASSEMBLY
CHAIRPERSON - Job Description
chair@afgfls.com

Eligibility Requirements for the Position:

All former and outgoing Florida South (Area 10) (FL-S) 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 FL-S – total of six (6) years – and who have not previously served a full 3-year term as Area Chairperson for FL-S. (This is a 3-year commitment.)

Note: Each Area Officer (Delegate, Alternate Delegate, Area Chairperson, Secretary, Treasurer) shall hold only one (1) Florida South (Area 10) ASSEMBLY Position per Panel.

Job-Specific Duties and Responsibilities:

- The Area Chairperson schedules the Area World Service Committee (AWSC) meetings. An Assembly should be scheduled soon after the Delegate returns from the World Service Conference (WSC) to hear the Delegate's report.
Note: Contractual obligations for AWSC and Assembly events are outlined in the "Al-Anon Family Groups Florida South (Area 10) Inc. Corporate Job Descriptions" document.
- Makes provisions for hotel reservations for the Area Panel for each Area Meeting.
Note: This function may be delegated to another member of the Executive Committee.
- Prepares and distributes a tentative agenda to the panel members by e-mail at least 1 week before the event and copies and distributes the final agenda for the AWSC and Assembly meetings, though changes may be made after distribution. 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 Area Chairperson does not have a vote at Assembly.)
- Establishes a quorum and assures that the quorum is met for all voting at all meetings.
- Shall preside at all meetings of the Executive Committee and shall perform all the necessary duties and exercise all the customary powers incident to the office of Area Chairperson, including appointment of committee Chairs.
- Secures a leader to chair a Spiritual Meeting at AWSC and Assembly meetings.
- Prepares and coordinates copying and distribution of the flyers for all AWSC and Assembly meetings.
- Approves dates for all Area Service Events and proofreads associated Area and District event flyers, prior to posting on Area Website..
- Prepares and coordinates copying and distribution of the Area Calendar at each AWSC and Assembly meeting, 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.

- At the beginning of each Panel the Area Chairperson appoints members on two (2) Committees:
 - Area Alateen Safety Committee (Is a member of this committee); and
 - 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.
- The Area Chairperson and Area Delegate shall be ex-officio members of all committees/taskforces and thought forces (with a voice but not a vote).
- Keeps all passwords, hotel rewards points, codes, keys (copies) etc. (Ensures the Area Treasurer has a copy of these in case the Area Chairperson should become incapacitated)
- The Area Chairperson calls the Election Assembly prior to the end of the three-year term so that a new Delegate and Officers can be elected and Coordinators chosen.
- Proofreads the minutes of each meeting and returns changes promptly to the Secretary for completion and distribution to the panel members.

Additional Information

- 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 AWSC and Assembly meeting 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; and takes post meeting photographs to document the room condition.

General Duties and Requirements:

- Conducts Area World Service Committee Meetings (AWSC) during the panel.
- Conducts Assemblies during the Panel.
- Attends FL-S 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 FL-S, when invited.
- Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to FL-S Policies, Procedures, Guidelines and Processes. (Documents are found on FL-S Website)
- Participates in WSO communication opportunities, i.e., conference calls and *AFGConnects*.
- Disseminates WSO Job openings communicated by WSO, in conjunction with the Area Delegate (twice per year).

- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Serves as a support to the incoming Area Chairperson.
- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Must have computer and internet access, and ability to participate in virtual platforms. Must be able to use word processing, PDF or compatible programs and be otherwise computer literate to manage electronic voting and registration programs used by the Area.
- Leads “break-out” meetings whenever on the agenda for AWSC and Assembly meetings.

Pursuant to Florida South (Area 10) Removal/Resignation of Area Officer Policy: If any Area Officer fails to perform the duties of that position, or does not attend any two (2) meetings during a twelve (12) month period, (from the first missed meeting), including Florida South (Area 10) ASSEMBLY or Area World Service Committee (AWSC) Meetings, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (Area 10) ASSEMBLY Meeting and the Area Officer will be removed effective immediately.

Pursuant to Florida South (Area 10) Removal/Resignation of Area Coordinator Policy: If any Area Coordinator fails to perform the duties of that position, which includes providing written reports, and/or does not attend any two (2) meetings during a twelve (12) month period (from the first missed meeting), including Florida South (AREA 10) Assembly or Area World Service Committee (AWSC) Meetings, the Area Chairperson may ask for their resignation.

*If the Area Coordinator does not submit their resignation, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (Area 10) Assembly Meeting and the Area Coordinator will be removed effective immediately.

Note: CORPORATION: Al-Anon Family Groups Florida South (Area 10), Inc. The AREA CHAIRPERSON of the Fellowship is also the PRESIDENT of the Corporation and is listed as an officer of Al-Anon Family Groups 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 legal name and complete address are listed on sunbiz.org and therefore information is not anonymous. The Corporate Job Descriptions for each Director are outlined in the **“Al-Anon Family Groups Florida South (Area 10) Inc. (Corporation) Job Descriptions” Document.**