

Al-Anon Family Groups Florida South (Area 10), Inc.
Corporate Job Descriptions

The President, the Vice President, the Secretary, the Treasurer and appointed Trustees shall be elected at the annual meeting of Trustees for a term of one (1) year. (Ref: the BYLAWS OF Al-Anon Family Groups Florida South (Area 10) Inc.– Article VI - Officers)

PRESIDENT - Job Description:

Chair@AFGFLS.com (Transfers from Panel to Panel)

Eligibility Requirements: Elected by the Florida South (Area 10) ASSEMBLY as Area Chairperson. (This is a three-year commitment)

Corporate Responsibilities:

1. Serves as the President of the Corporation, and, in that role, is an Officer and a member of the Board of Directors/Trustees
2. Is listed as one of three Directors of Al-Anon Family Groups Florida South (Area 10), Inc. with the Florida Department of State Division of Corporations, Florida Not for Profit Corporation Annual Report - with legal name and complete address during the three-year panel. (Note: the Director's legal name and complete address is listed on sunbiz.org, and therefore information is not anonymous.)
3. Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to Florida South (Area 10) Policies, Procedures, Guidelines and Processes.
4. Immediately after taking office, the President shall submit the Volunteer and Employee Criminal History System (VECHS) Non-Criminal Justice Agency Contact Form to the Florida Department of Law Enforcement (FDLE) with the new Area Alateen Process Person's information for them to gain access to FDLE data related to Al-Anon Member Involved in Alateen Service (AMIAS) background checks. Link: <https://www.fdle.state.fl.us/Background-Checks/Documents/VECHS-Agency-Contact-Form.aspx>
5. The President shall schedule and preside at all meetings of the Board of Directors/Trustees and shall perform all the necessary duties and exercise all the customary powers incident to the office of President.
6. Is a signatory on all Al-Anon Family Groups Florida South (Area 10) Inc. bank accounts, including Convention and Alateen Conferences and any electronic accounts or other banking services along with the Al-Anon Family Groups Florida South (Area 10) Inc. Treasurer. (The Vice President is also a signatory on all bank accounts except the Convention and Alateen Conference Accounts.)
7. Locates hotels and secures contracts for Area World Service Committee (AWSC) meetings each year, plus a one-day AWSC Turnover Meeting at the end of the 3rd year of the panel.
8. Locates hotels and secures contracts for Assembly Meeting(s) each year of the Panel.

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9. Makes provisions for hotel reservations for the AWSC Panel for AWSC and Assembly Meeting. This function may be delegated to another Director/Trustee.
10. Reviews all contracts for all Al-Anon Family Groups Florida South (Area 10), Inc. Conventions and Alateen Conferences. Must be an authorized signer on each contract along with the respective Convention/Conference Chairs of those events. Visits the prospective location with the Chairs, if possible.
11. Ensures the Liability Insurance Policy is renewed each year (typically renewed in June) and the Certificate of Insurance is updated for each event facility throughout the panel.
12. The President shall perform such other duties as may be delegated by the Florida South (Area 10) ASSEMBLY.
13. Places the Al-Anon Family Groups Florida South (Area 10), Inc. Conflict of Interest Policy (COI) on the agenda for the first meeting of the Board of Directors/Trustees each year.
14. Reads the COI and signs COI Signature Document annually.
15. Calls and conducts any Special Meetings of the Board of Directors/Trustees, if/when needed.
16. Keeps all passwords, codes, hotel rewards points, keys (copies) etc. and ensures the Treasurer has a copy of these in the event the President should become incapacitated)
17. The Al-Anon Family Groups (Area 10) Inc Treasurer will keep a copy of all passwords, codes, hotel rewards points, keys (copies) etc. in the event the the President becomes incapacitated-
18. Replies promptly to all communications, including hard-copy correspondence, e-mails, phone calls, and texts.
19. Must have computer and internet access and ability to participate in virtual platforms.
20. The Trustee shall also perform such other duties as may be delegated by the Florida South (Area 10) ASSEMBLY.

VICE PRESIDENT - Job Description:

AltDelegate@AFGFLS.com (Transfers from Panel to Panel)

Eligibility Requirements: Elected by the Florida South (Area 10) ASSEMBLY as Alternate Delegate, Secretary or Treasurer. (This is a three-year commitment)

Corporate Responsibilities:

1. Serves as Vice President of the Corporation, and in that role, is an Officer and member of the Board of Directors/Trustees.
2. Is listed as one of three Directors of Al-Anon Family Groups Florida South (Area 10), Inc. with the Florida Department of State - Division of Corporations, Florida Not For Profit Corporation Annual Report with legal name and complete address during the three-year panel. (Note: the Director's legal name and complete address is listed on sunbiz.org, and therefore information is not anonymous)
3. Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to Florida South (Area 10) Policies, Procedures, Guidelines and Processes.
4. Files Florida Department of State - Division of Corporations – Florida Not for Profit Corporation Annual Report by May 1st for each year of the panel. (Note: President, Vice President, and Treasurer are listed as Directors on the Florida Not for Profit Corporation Annual Report)
5. With the exception of Convention and Alateen Conference bank accounts, is a signatory on the Operating bank account for Al-Anon Family Groups Florida South (Area 10) Inc. along with Al-Anon Family Groups Florida South (Area 10), Inc. President and the Al-Anon Family Groups Florida South (Area 10) Inc. Treasurer.
6. Has Directors/Officers/Trustees sign the Al-Anon Family Groups Florida South (Area 10), Inc. Conflict-of-Interest Policy (COI) and COI Signature Document annually and sends both to the appointed Certified Public Accountant (CPA) with the Tax Return documents received by the Al-Anon Family Groups Florida South (Area 10), Inc. Treasurer.
7. Reads the COI and signs COI Signature Document annually.
8. Works with Al-Anon Family Groups Florida South (Area 10) Inc. Treasurer and appointed CPA to ensure timely filing of corporation taxes.
9. Corresponds with appointed CPA for any questions or business not related to Annual Tax Return.
10. When applicable completes Local County Business Tax Receipt annually by September 30th
11. Renews Consumer's Certificate of Exemption every five years. (Good until 2027)
12. The Officer/Director/Vice President shall also perform such other duties as may be delegated by the President and/or the Florida South (Area 10) ASSEMBLY.

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13. Responds promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
14. Must have computer and internet access and ability to participate in virtual platforms.
15. Attends and participates in Board of Directors/Trustees and Special Meetings as scheduled by the President.
16. Will keep copies of the following documents in a 3-ring binder for each of the following items:
 - a. Al-Anon Family Groups Florida South (Area 10), Inc. Conflict of Interest Policy (COI)
 - b. COI Officer Signature Document for each year of the panel
 - c. Copy of COI signed by Officer/Directors/Trustees, for each year of the panel
 - d. Florida Department of State - Division of Corporations, Florida Not For Profit Corporation Annual Report (aka Sunbiz), for each year of the panel
 - e. ARTICLES OF INCORPORATION OF Al-Anon Family Groups Florida South (Area 10), Inc.
 - f. BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc.
 - g. Local Business Tax Receipt (when applicable)
 - h. Consumer's Certificate of Exemption
 - i. Employer Identification Number – EIN Certificate
 - j. Taxpayer Identification Number
17. Binder to be passed to incoming Vice President/Officer/Director.

TREASURER – Job Description:

Treasurer@AFGFLS.com (Transfers from Panel to Panel)

Eligibility Requirements: Elected by the Florida South (Area 10) ASSEMBLY as Treasurer, Alternate Delegate, Secretary. (This is a three-year commitment)

Corporate Responsibilities:

1. Is listed as one of three Directors of Al-Anon Family Groups Florida South (Area 10), Inc. with the Florida Department of State Division of Corporations, Florida Not for Profit Corporation Annual Report - with legal name and complete address during the three-year panel. (Note: the Director's legal name and complete address is listed on sunbiz.org, and therefore information is not anonymous.)
2. Serves as an Officer and in that role, is a member of the Board of Directors/Trustees.
3. Shall provide advice to the Corporation with respect to general financial policy and ancillary matters such as the collection, custody, and control of funds of the Florida South (Area 10) ASSEMBLY, maintaining books of accounts and financial records subject to such directions as may be given by the Florida South (Area 10) ASSEMBLY.
4. Shall provide an Annual End of Year Treasurer's Report which is to be published not later than one hundred and eighty (180) days after the close of the fiscal year, or sooner, if possible. This report shall be made available to the members of the Florida South (Area 10) ASSEMBLY and Area World Service Committee (AWSC).
5. Shall provide Quarterly Treasurer's Reports, which are to be made available to Florida South (Area 10) ASSEMBLY Officers and the Board of Directors of Al-Anon Family Groups Florida South (Area 10), Inc.
6. The Treasurer shall also perform such other duties as may be delegated by the President and/or the Florida South (Area 10) ASSEMBLY.
7. Prepares paperwork/files for Certified Public Accountant (CPA) for the filing of tax forms. Works with Vice President and CPA to ensure timely filing of corporation taxes. Gives tax documents to Vice President by June 30th.
8. Corresponds with appointed CPA for any questions or business related to Annual Tax Return.
9. Stores financial records for five years (tax returns, reimbursement forms, expense receipts, etc.).
10. Attends and participates in Board of Directors/Trustees and Special Meetings as scheduled by the President.
11. Is a signatory on all Al-Anon Family Groups Florida South (Area 10) Inc. bank accounts, including Convention, Alateen Conference, and any electronic accounts or other banking services along with the Al-Anon Family Groups Florida South (Area 10), Inc. President.
(Note: The Vice President is a signatory only on the Operating Bank Account)
12. Ensures accurate record keeping and documentation of all Corporation Income & Expenses in preparation of the Annual Tax filing.

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13. Principal Place of Business Address: Pays annual fee for PO Box secured and maintained by Area Secretary. (Note: the PO Box may change each Panel, if necessary)
14. Secures and maintains PO Box for contributions, bank account statements, and World Service Correspondence.
15. Works with President to update signatories on Area bank accounts. Works with Alateen Conference/Al-Anon Convention Chairpersons and their Treasurers to update signatories on Alateen Conference/Al-Anon Convention bank accounts.
16. Reads Al-Anon Family Groups Florida South (Area 10), Inc. Conflict of Interest Policy (COI) annually and signs COI Signature Document annually.
17. Keeps a copy of all the President's passwords, codes, hotel rewards points, keys (copies) etc in the event the President should become incapacitated.
18. Maintains Al-Anon Family Groups Florida South (Area 10), Inc. checkbooks and balances/reconciles with bank statements.
19. Pays liability insurance policy annually via check or debit card. (Normally renewed in June)
20. Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to Al-Anon Family Groups Florida South (Area 10), Inc. Policies, Procedures, Guidelines and Processes.
21. Responds promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
22. Must have computer and internet access and ability to participate in virtual platforms.

SECRETARY – Job Description

Secretary@AFGFLS.com (Transfers from Panel to Panel)

Eligibility Requirements: Elected by the Florida South (Area 10) ASSEMBLY as Secretary, Alternate Delegate, Treasurer. (This is a three-year commitment).

Corporate Responsibilities:

1. Serves as an Officer and in that role, is a member of the Board of Directors /Trustees.
2. The Secretary shall record the minutes of all meetings of the Corporation.
3. Shall be the custodian of minutes and records of the Corporation. Shall act as the Records Custodian of the Corporation.
4. The Secretary shall also perform such other duties as may be delegated by the President and/or the Florida South (Area 10) ASSEMBLY.
5. Keeps legal documents, guidelines and requirements. These documents include, but are not limited to, BYLAWS, Conflict of Interest Policy, Director-at-Large Election Process, Articles of Incorporation, and any other documents that direct policies and procedures of Al-Anon Family Groups Florida South (Area 10), Inc.
6. Assures that mail is picked up or forwarded to the Secretary from the legal address of Al-Anon Family Groups Florida South, Area 10, Inc. as listed in the Bylaws.
7. Drafts and sends correspondence on behalf of the Corporation.
8. Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to Al-Anon Family Groups Florida South (Area 10), Inc. Policies, Procedures, Guidelines and Processes.
9. Responds promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
10. Must have computer and internet access and ability to participate in virtual platforms.
11. Attends and participates in Board of Directors/Trustees and Special Meetings as scheduled by the President.
12. Reads the Al-Anon Family Groups Florida South (Area 10), Inc. Conflict of Interest Policy (COI) and signs COI Signature Document annually.

DIRECTOR/ TRUSTEE - Job Description
Delegatexx@AFGFLS.COM (Email changes each Panel)

Eligibility Requirements: Elected by the Florida South (Area 10) ASSEMBLY as Delegate. (This is a three-year commitment).

Corporate Responsibilities:

1. Serves as a Director/Trustee of the Corporation, and in that role, is a Member of the Board of Directors/Trustees.
2. Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to Al-Anon Family Groups Florida South (Area 10), Inc. Policies, Procedures, Guidelines and Processes.
3. Shall be an aid to the President, Vice President, Secretary and Treasurer of the Corporation and shall perform such other duties as may be delegated by the President and/or the Florida South (Area 10) ASSEMBLY.
4. Attends and participates in Board of Directors/Trustees and Special Meetings as scheduled by the President.
5. Reads the Al-Anon Family Groups Florida South (Area 10), Inc. Conflict of Interest Policy (COI) and signs COI Signature Document annually.
6. Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
7. Must have computer and internet access and ability to participate in virtual platforms