

# Florida South Area Chairperson Position

## Eligibility

Anyone who has not already served a full term as chairperson for the Florida South Assembly, and who is an outgoing or former District Representative of the Florida South Area. (Must have served a full three year term). The Florida South Area Chairperson serves a three year term.

## Responsibilities

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

- Locates a hotel for the Area World Service Committee Meetings (2 each year) during the panel term (3 on the final year of the panel).
- Prepares, copies and distributes the agenda for the AWSC meetings. Places the item "Conflict of Interest" on the agenda for the first AWSC meeting of each year so that the minutes reflect the officers' signing of same.
- Conducts the AWSC meetings.
- Locates a hotel for the Florida South Spring and Fall Assemblies to be held annually during the panel. The Chairperson, after consulting with the Delegate, calls an Assembly soon as the Delegate returns from the WS Conference to hear the Delegate's report. (pg. 150, WSH).
- Prepares, copies and distributes the agenda for the Assemblies as decided at the AWSC meeting. The agenda should be completed in time to be included in the Area Newsletter.
- Conducts the Assembly 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 in mind that the third Saturday of each month beginning in January and ending with the Florida South Convention is reserved.
- Reviews all hotel contracts for the Florida South Convention and the Florida South Alateen Conference and must be an authorized signor on each contract along with the respective chairs of those committees. Visits the prospective location with the chairs, if possible.
- Ensures that the liability insurance policy is renewed each year.

- Becomes familiar with the Florida South Area By-Laws.
- Creates and utilizes an anonymous e-mail address for use and posting on the Florida South website during the panel term (example: ChairPanel52@\_\_\_\_.com).
- Visits the Districts if invited and schedule permits.
- Attends all Area functions, including service seminars, 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.

#### **Additional Information**

- Is a signor on all Area bank accounts 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.