

POSITION TITLE: Chairperson

UPDATE DATE: 7/2021

UPDATED BY: Chairperson (Panel 59, 2019-2021)

POSITION DESCRIPTION

The primary job of the Chair is to facilitate the Area's business meetings throughout the year.

RECOMMENDED JOB REQUIREMENTS

- Leadership and organizational abilities.
- Able to communicate and cooperate with others.
- Able to define an agenda and conduct meetings in an orderly manner.
- Chair meetings without prejudice or emphasizing opinion.
- Comfortable working with computers and software applications such as email, web browsers, virtual meetings, and Microsoft Office programs (*Word, Excel, Goggle Docs, and PowerPoint*).
- Familiar with AI-Anon's Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- Familiar with the AI-Anon/Alateen Service Manual, & WIUPMI-Area 61 Policy Manual.
- Working knowledge of Knowledge Based Decision Making (KBDM).
- *Useful Skill: Be a certified AI-Anon Member Involved in Alateen Service (AMIAS).*

DUTIES & RESPONSIBILITIES

- **On-going**
 - Encourage service at the Area-level.
 - Be an ex-officio member of all Committees, Thought and Task Forces.
 - Submit a report to the Secretary by the deadline.
 - Keep up to date of postings on AFG Connects for Area Chairs.
 - Following your term, act as a mentor to your successor.
- **As needed**
 - Create Thought and Task Forces for specific projects. Define and communicate their charge and deadline(s) to them. Monitor their progress.
 - For vacant Officer positions - The Alternate Delegate fulfills a vacant Delegate position. The Chair appoints a qualified member as acting Officer for a vacant position (including Alternate Delegate). As soon as possible, hold an election at Assembly to elect an Officer for the balance of the term.
 - For vacant Coordinator positions – The Chair appoints a qualified member to fill a vacant Coordinator position for the balance of the term.
 - The Assembly Coordinator negotiates meeting event contracts (currently at Hotel Mead) then gives them to the Chairperson to review before being signed.
 - If the Delegate cannot attend any AA Conference, participate in the Regional Alateen Convention, District Workshops or the TEAM event, the Alternate Delegate will represent the Delegate. This is followed by the Chair, Secretary, and Treasurer if the Alternate cannot attend.
- **Semi-annual**
 - Facilitate all Policy Committee meetings, AWSC meetings, and Assemblies.

- Set the agendas and make sure all pertinent information is distributed in advance via the website and/or by email or mail with help from the Secretary.
 - Chair the meetings.
 - Do follow-up as needed.
- **Every 3 years/End of term**
- Manage the updating of all AWSC position job descriptions. Distribute for review by the Assembly.
 - Assist AWSC members in creating/updating their job duties document.
 - Update & distribute the Candidate Profile.
 - Update and distribute the Election Procedures document for vote by AWSC and Assembly.
 - Facilitate the election process at the Fall Election Assembly.
 - Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

PUBLISHED RESOURCES

- AI-Anon/Alateen Service Manual.
- WIUPMI-Area 61 Policy Manual.

OTHER RESOURCES

- WSO's AFG Connects.
- Former Area Chairs.