



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: by the Assembly 7 August 2021

Effective Date: 21 August 2021

Position: AREA ALTERNATE CHARIPERSON

Term: Three Years

Elected by the Virginia Area Assembly

Reviewed: February 2021

General Description

The Area Alternate Chairperson works in close conjunction with the Area Chairperson, assists the Area Chairperson as requested by the Area Chair, and fills in for the Area Chair as needed.

Expenses incurred by this position are covered in the Alternate Chairperson's budget (reference the Virginia Area Treasurer's Report for actual budget amount). These expenses include, but are not limited to, expenses to attend Assemblies, VAWSC Meetings, Committee meetings, other Officer meetings, and printing, copying, postage, etc.

Tasks

- Work closely with or on behalf of the Area Chairperson to negotiate contracts with the facility used for Assemblies, VAWSC and Area Officer meetings.
- Maintain a healthy working relationship with the Area Chairperson
- Co-sign contracts with the facility selected for Assemblies
- Act as a liaison with the facility staff during Assembly sessions
- Facilitate and prepare all materials for the District Representative (DR) Opening Session at Assemblies
- Facilitate and prepare all materials for the DR Rap Session at Assemblies
- Act as one of the signatories on the Virginia Area's checking account
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual
- Manages the Area storage unit and ensures the contents are inventoried annually and the rental fee is competitive.

Time

- Twice yearly Assemblies: Two-day events
- Preparation for each Assembly To include leading DR breakout sessions
- VAWSC Meetings as called by the Chairperson: One-day events
- Preparation for each VAWSC Meeting
- Officers and/or Coordinator Meetings as called by the Chairperson: One-day events
- Preparation of written reports as needed

Position Requirements and Desired/Helpful Skills

- Verbal and written communication skills that reflect the principles of Al-Anon
- Internet and e-mail access
- Proficiency in the use of e-mail
- Computer word processing and spreadsheet competency
- A service sponsor
- Knowledge of the Al-Anon/Alateen Service Manual
- The Area Alternate Chairperson is elected from among the current District Representatives (DRs) or previous DRs