



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: by the Assembly 7 August 2021

Effective Date: 21 August 2021

Position: AREA CHAIRPERSON

Term: 3 Years

Elected by the Virginia Area Assembly

Reviewed: July 2021

General Description

The Area Chairperson provides the necessary leadership, organizational and communication skills necessary to effectively manage the business of the Area. During the Area Chairperson's three-year term, the chairperson secures the meeting sites, signs the contracts, assigns rooms, and conducts the meeting for the two semi-annual Area Assemblies. The Chairperson proposes the agendas for the Assemblies to the Virginia Area World Service Committee (VAWSC). This position is responsible for planning the VAWSC agenda and conducting the semi-annual VAWSC meetings. The Chairperson also schedules officer meetings as necessary. The Chairperson assists the Area Assembly members in the interpretation and application of the *Al-Anon/Alateen Service Manual* and how it applies to the fellowship in the Virginia Area. The Chairperson appoints Coordinators and Ad Hoc committees in accordance with the directives of the Virginia Area Assembly or VAWSC. The Chairperson performs all duties described for the position in the *Al-Anon/Alateen Service Manual*. Maintains a good working relationship with fellow Officers, Coordinators, District Representatives and others in service positions in the Area. Responds to Area concerns as needed to resolve procedural matters.

Expenses incurred by this position are covered in the Chairperson's budget (reference VA Area Treasurer's Report for actual budget amount).

Tasks

- Calls a meeting of the Officers and Coordinators meetings are held twice a year before VAWSC and develops informal agendas for these meetings.
- Responsible for arranging the location and time for the VAWSC and Officers meetings, which are held twice a year.
- Schedules and arranges the location for the Area Assemblies, which are held twice a year. Prepares for the Assembly elections, which are held once every 3 years.
- Coordinates, motivates, and assist with problem solving with officers, coordinators, district representative, and other members of the Assembly.
- Coordinate with Area Literature Distribution Centers to provide literature sales support at Assemblies, Conventions and other special events.
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.
- Back up all Virginia Area computer files regularly and pass records on to successor.

Time

- Twice yearly Assemblies are 2-day events held on weekends typically May and October.
- Prepare for each Assembly: 10 – 12 hours per Assembly
- Twice yearly VAWSC Meetings are 1-day events held on Saturdays typically March and August.
- Prepare for each VAWSC meeting: 6 – 8 hours each meeting
- Semi-annual Officers Meetings are one day events held on Saturdays.

- Prepare for each Officers Meetings: 2 - 4 hours per meeting
- Coordination, motivating, and problem solving: approximately 5 hours per month.
- Attend Area Assemblies, which are two-day events.
- Attend VAWSC & Officers Meetings
- Read and respond to email messages from Officers, Coordinators, District Representative, and other members of the Assembly and the *Area Chair AFG Connects*. Averages 2 hours per week.

Position Requirements and Desired/Helpful Skills

- The Chairperson is elected from among the present outgoing District Representatives (DR), or from previous DRs, or previous are officers, provided they are currently active Al-Anon members at the group level.
- Good leadership skills that demonstrate a serving attitude, rather than a dictating approach. Communication and cooperating with others is an essential key element of a good Chairperson.
- Computer word processing ability, Internet access and having an email address, are necessary. Most of the documents and communication are sent or accessed through Internet via email or video teleconferencing.
- Proficiency in the use of email & video teleconferencing for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO.
- Thorough knowledge of he Al-Anon/Alateen Service Manual
- Service Sponsor