Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION
Approved: by the Assembly 7 August 2021
Effective Date: 21 August 2021

Position: AREA LONG RANGE PLANNING COMMITTEE (LRPC) CHAIRPERSON
Term: 3-year term
Appointed by the Area Chairperson
Reviewed: February 2021

General Description
The Long-Range Planning Committee (LRPC) Chairperson serves at the discretion of the Virginia Area Chairperson. The LRPC chair shall call and lead meetings of the LRPC as needed to fulfill the mission of the Committee. The Committee evaluates long range goals for the Area and explores special topics as determined by the Area Chairperson. It also ensures Area goals are in keeping with the Al-Anon Traditions and Concepts of Service. The LRPC Chairperson or designee will report the Virginia Area Assembly whenever it shall meet.

Tasks
Assemble committee and address current and/or future challenges of the Virginia Area.
- Composition of LRPC members can change depending upon the nature of the subject to be investigated.

- Coordinate with Area Officer’s for on priorities and objectives to investigate and report on.
  - Investigate assigned Area challenge and make recommendations to Area Officers.
  - Hold LRPC meetings, assign tasks, manage investigations and progress and prepare reports.

Time
Twice yearly Assemblies are two-day events.
- Prepare for each Assembly & present brief report: 6 – 8 hours each Assembly
- Twice yearly VAWSC Meetings are one-day events.
- Prepare for each VAWSC meeting & present brief report: 6 – 8 hours each meeting
- Producing written reports: 1 – 2 hours per event.
- LRPC meetings and studies: 16 – 20 hours per year

Position Requirements and Desired/Helpful Skills
- Verbal and written communication skills.
- Computer skills including the ability to maintain spreadsheets and/or databases.
  - Familiar with working with laying out newsletters.
- Word processing skills for producing written reports.
- Proficiency in the use of email for communication with the Virginia Area
Officers, Coordinators, the VAWSC and WSO.

① Good command of the written English language.
   - A Service Sponsor

② Editing and proofreading skills
   - Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.