



## Virginia Area Al-Anon and Alateen Family Groups

### AREA JOB DESCRIPTION

Approved: Area Officers' Meeting, Jan. 8, 2022

Effective Date: Jan. 8, 2022

**Position:** AREA LONG RANGE PLANNING COMMITTEE (LRPC) CHAIRPERSON

**Term:** 3-year term

**Appointed by the Area Chair**

**Reviewed:**

### **Purpose of the Long Range Planning Committee**

The primary purpose of the LRPC is to allow the Virginia Area to anticipate and prepare for the potential changes in our moving and expanding world, instead of reacting without ample time to research and consider needed decisions.

In addition, the LRPC will:

- Serve as a transition group between Panels.
- Aid new Officers in finding appropriate Service Sponsors.
- Develop and maintain an Area Decision History.
- Advise the Area Officers as requested.
- Make recommendations to the Area Officers, who then present recommendations at their discretion, to the VAWSC.
- Align the committee's work to meet the Area Officers' goals for the LRPC.
- Ensure that the Virginia Area's goals are in keeping with our Three Legacies.

### **LRPC Chairperson Duties and Tasks:**

- Assemble the members of the LRPC.
- Choose Virginia Area members for committee work, keeping in mind the need to retain the experience and knowledge of past service members, engage newer service members to help develop their skills and knowledge, and to seek out underrepresented voices and/or viewpoints of our membership to ensure that all members are represented.
- With other LRPC members, evaluate the Area Officers' goals and organize the committee to accomplish those goals in a timely manner.
- Coordinate with the Area Officers on priorities and timing of Area goals.
- Bring to the attention of the Area Officers matters that the LRPC feels may need to be addressed that the Area's goals do not mention.
- Set a schedule for and prepare the agenda for LRPC meetings.
- Chair the LRPC meetings.
- Arrange Sub-committees, Thought Forces, Task Forces, or Work Groups as needed, to accomplish the Area goals.

- Oversee and coordinate the work of Sub-Committees, Thought Forces, Task Forces, or Work Groups.
- See that committee minutes and other records are maintained.
- Attend, or send a designee to, all VAWSC meetings and Area Assemblies, and present a written report on the LRPC's work.
- Report to Area Officers whenever requested.

### **Time**

- Preparation for and attendance at twice yearly Area Assemblies
- Preparation for and attendance at twice yearly VAWSC meetings.
- LRPC meeting preparation and attendance.
- On-going contact with LRPC members as committee work progresses.
- On-going contact with the Area Chair as committee work progresses and/or questions arise.

### **Position Requirements and Desired/Helpful Skills**

- Past service experience at the Area level.
- Thorough knowledge of the Three Legacies.
- Thorough knowledge of the Al-Anon/Alateen Service Manual.
- Thorough knowledge of Virginia Area procedures.
- Good verbal and written communication skills.
- Computer skills sufficient to produce written reports, edit and proofread documents, and use emails for communication with Virginia Area members.
- A Service Sponsor.
- Active membership in Al-Anon meetings.