

Virginia Area Al-Anon and Alateen Family Groups

Position: Chair

Term: 3 Years

General Description

During the Area Chair's three-year term, the chair secures the meeting sites, signs the contracts, assigns rooms, and conducts the meeting for the two semi-annual Area Assemblies. The chair 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 chair also schedules officer meetings as necessary. The chair assists the Area Assembly members in regards to interpreting the *Al-Anon/Alateen Service Manual* and how it applies to the fellowship in Virginia. The chair appoints coordinators and ad hoc committees in accordance with the directives of the Virginia Area Assembly or VAWSC. The chair performs all duties described for the position in the *Al-Anon/Alateen Service Manual*. Expenses incurred by this position are covered in the Chair'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 meetings. 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 VA Area computer files regularly.

Time

- Twice yearly Assemblies are 2-day events.
- Prepare for each Assembly: 10 – 12 hours per Assembly
- Twice yearly VAWSC Meetings are 1-day events.
- Prepare for each VAWSC meeting: 6 – 8 hours each meeting
- Semi-annual Officers Meetings are one day events
- 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 List Serve* averages 15 minutes per week.

Position Requirements and Desired/Helpful Skills

- The chair 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 chair.
- Computer word processing ability, Internet access and having an email address, are necessary. Many of the documents today are sent or accessed through Internet.
- Proficiency in the use of email for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO.