

Virginia Area Assembly JOB DESCRIPTION

Position: ALTERNATE CHAIR

Term: Three Years

General Description

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

Expenses incurred by this position are covered in the Alternate Chair'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 the Area Chair to negotiate contracts with the facility used for Assemblies
- Maintain a healthy working relationship with the Area Chair
- 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 District Representative (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

Time

- Twice yearly Assemblies: Two-day events
- Preparation for each Assembly
- VAWSC Meetings as called by the Chair: One-day events
- Preparation for each VAWSC Meeting
- Officers and/or Coordinator Meetings as called by the Chair: 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 Alternate Chair is elected from among the current District Representatives (DRs) or previous DRs