

Colorado Area Chairperson Job Description

Per Al-Anon/Alateen Service Manual 2006 – 2009 (pages 146 – 148)

A Chairman should have leadership and organizational ability, serving rather than dictating. It is essential to be able to plan an agenda and conduct meeting in an orderly manner.

Communication and cooperation with others are key elements of good chairmanship. If the Chair resigns, the Area World Service committee names a Chair pro-tem or the Delegate may serve as Chair until an election can be held.

Assemblies and AWSC meetings:

- Conduct all Assembly and Area World Service Committee meetings (including AWSC fall budget meeting) during their 3-year term of office.
- Communicate Al-Anon assembly needs to AA chairperson. Per WSO guidelines (G7), and local Colorado Area Tradition, Al-Anon participates with Colorado Area AA in holding its Assemblies at the same time and location, as room permits, as the Colorado Area AA, as its invited guest.
- Work with Delegate to coordinate WSC report (traditionally given in Summer)
- Collaborate with appropriate AWSC and/or Assembly members to set agenda
- Work with Al-Anon Host Committee, providing host guidelines, agenda copies, assist with facility inspection, and other support as needed. See that the Step, Tradition and Concepts and Action Committee banners are with the host committee, voting chips, ledger for voting GR's. See the Traveling Quilts are at Assembly.
- During Assembly, assure proper meeting space is available for Action Committee and other breakout meetings.
- Assure the following occurs during **Spring Assembly**
 - Choose GR orientation chairs for one year term
- Assure the following occurs during **Summer Assembly:**
 - Delegate has time to present report from WSC
 - Selection of a site for the Day In Al-Anon from bids by Districts.
 - Election of the State Convention Chairman for the following year,
 - Selection of the Fall AWSC Budget meeting location and date
- Assure the following occurs during **Fall Assembly:**
 - Adoption of next year's budget
 - Election of next year's the Weekend in Al-Anon Chairman.
 - Every third year, conduct elections of Delegates, Officers, and Coordinator. Terms of Office begin January 1, following election Assembly.
- Traditionally hosts meeting with GR on Sunday morning of Assembly to share experience strength and hope. Topic for next Assembly's workshop is also chosen during this meeting (if no topic is chosen, task is sent to AWSC for completion)

Other duties

- Maintains contact with Area Officers and Action Committee chairs between Assemblies to keep informed on issues that may arise.
- Coordinate with the Secretary to send out notices of all meetings and other communications to the Delegate, the Alternate, Area officers, and voting members.
- Facilitate elections of area Coordinators, event chairs at appropriate times during the year
- Writes articles and proposed Assembly agenda for each publication of the Butterfly
- Maintain accurate financial records and submits to the Area Treasurer on the form provided, in a timely manner to comply with the IRS requirements.
- Give a report at the Assembly and the AWSC meetings as necessary.
- Attend Colorado Area events (i.e. DIA, WIA, AA convention with Alanon/Alateen participation) as appropriate.
- If any officer, other than the Delegate, resigns before the end of his term, the Chair appoints another DR to fill the office temporarily. A successor should be called as soon as convenient, preferably at the next available Assembly.
- Participate in the Finance Committee meeting, headed by the Alternate Delegate
- Assist Action Committee Chair with staying on task and up-to-date on current business within their respective committees.