



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: 2024 Spring Assembly

Effective Date: May 6, 2024

Position: AREA ALTERNATE CHARIPERSON

Term: 3 years

Elected by the Virginia Area Assembly

Reviewed: January 2024

General Description:

The Area Alternate Chairperson is elected from among the current District Representatives (DRs) or previous DRs

The Area Alternate Chairperson works in close conjunction with the Area Chairperson, assists the Area Chairperson as requested by the Area Chair, and fills in for the Area Chair as needed. Expenses incurred by this position are covered in the Alternate Chairperson'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 or on behalf of the Area Chairperson to negotiate contracts with the facility used for Assemblies, VAWSC and Area Officer Meetings
- Either the Alternate Chair or Area Chair acts as signatory on contracts on behalf of the Virginia Area Assembly
- Maintain a healthy working relationship with the Area Chairperson
- Co-sign contracts with the facility selected for Assemblies
- Act as a liaison with the facility staff during Assembly sessions in support of the Assembly coordinator as needed
- Facilitate and prepare all materials for the District Representative (DR) Opening Session at Assemblies
- Conduct DR101 Sessions as needed to provide information outside of Assemblies
- Facilitate and prepare all materials for the DR Rap Session at Assemblies
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual

- Manages the Area storage unit and ensures the contents are inventoried annually and the rental fee is competitive

Time:

- Twice yearly Assemblies: Two-and –one day events
- Preparation for each Assembly to include leading DR breakout sessions
- VAWSC Meetings as called by the Chairperson: One-day events
- Preparation for each VAWSC Meeting
- Officers and/or Coordinator Meetings as called by the Chairperson: 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
- Knowledge of the Al-Anon/Alateen Service Manual
- Have a Service Sponsor