



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: 2024 Spring Assembly

Effective Date: May 6, 2024

Position: AREA CHAIRPERSON

Term: 3 Years

Elected by the Virginia Area Assembly

Reviewed: January 2024

General Description:

The Chairperson is elected from among the present outgoing District Representatives (DR), or from previous DRs.

The Area Chairperson provides the necessary leadership, organizational and communication skills necessary to effectively manage the business of the Area. During the Area Chairperson's 3-year term, the Chairperson assists the Area Assembly members along with the Area Officers and Past Delegates in the interpretation and application of the Al-Anon/Alateen Service Manual and how it applies to the fellowship in the Virginia Area. The Chairperson appoints Coordinators and Ad Hoc Committees in accordance with the directives of the Virginia Area Assembly or VAWSC. The Chairperson performs all duties described for the position in the Al-Anon/Alateen Service Manual.

Expenses incurred by this position are covered in the Chairperson's budget (reference VA Area Treasurer's Report for actual budget amount).

Tasks:

- Calls for meetings of the Officers and Coordinators held twice a year before VAWSC and develops informal agendas for these meetings
- 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
- Responsible for arranging the location and time for the VAWSC and Officers meetings, which are held twice a year

- Schedules, secures and arranges the location of the Area Assembly meeting sites along with the Area Alternate Chair assigns rooms for the Area Assembly Meetings and conducts the meeting for the two semi-annual Area Assemblies
- Either the Area Chair or Alternate Chair acts as signatory on contracts on behalf of the Virginia Area Assembly
- Prepares agenda for Friday night Officers Meetings to review the Assembly Agenda at the 2 semi-annual Assemblies
- 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 AI-Anon/Alateen Service Manual
- Back up all Virginia Area computer files on a thumb drive regularly and pass records on to successor

Time:

- Twice yearly Assemblies are two-and one-half day event held on weekends in May and October
- Prepare for each Assembly: 10 – 12 hours per Assembly
- Twice yearly VAWSC Meetings are 1-day events held on Saturdays typically March and August
- Prepare for each VAWSC meeting: 6 – 8 hours each meeting
- Semi-annual Officers Meetings are one day event held on Saturdays
- 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 and one-half day events
- Attend Assemblies, VAWSC, Officers Meetings and other Committee meetings ask to participate
- Read and respond to email messages from Officers, Coordinators, District Representative, and other members of the Assembly and the Area Chair AFG Connects. Averages 2 hours per week

Position Requirements and Desired/Helpful Skills:

- Good leadership skills that demonstrate a serving attitude, rather than a dictating approach
- Maintains a good working relationship, with Area Officers, Coordinators, District Representatives, along with others in service positions in the Area
- Responds to Area concerns as needed to resolve procedural matters
- Communication and cooperating with others is an essential key element of an Area Chair
- Computer word processing ability, Internet access and having an email address, are necessary. Most of the documents and communication are sent or accessed through Internet via email or video conferencing

- Proficiency in the use of email & video teleconferencing for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO
- Thorough knowledge of the Al-Anon/Alateen Service Manual
- Have a Service Sponsor