

Area Chair (Revised 5/2016)

The Area Chair has many responsibilities. Some of these are outlined in our Bylaws and Articles of Incorporation. However, this document contains details, descriptions, and explanations that are not outlined in the Bylaws or Articles of Incorporation. Attention to these details insures that the Area Chair can perform his or her responsibilities smoothly, effectively, and precisely.

SCHEDULING

One of the most challenging tasks has been scheduling Area Assembly. We schedule these assemblies 3 years in advance. In doing so, it is important to look ahead and find out which days major holidays fall on, as well as which days regular AA functions are scheduled for. We do not want to compete with any of these events in order to give all an opportunity to attend and be involved in Area Assembly. In addition to our many local AA events, the Chair must know the dates of the:

- Southeast Region Delegates' Get Together [Usually in Feb]
- General Service Conference [Apr] (Schedule PCA before)
- Southeastern Conference [Usually Aug]
- Southeastern Regional Forum [Nov/Dec]

Area Assembly **cannot** conflict with any of these events.

Regional event dates can be found on aa.org, as well as with the help of the Regional Trustee.

Maintain contact with the Assembly venue (the hotel, conference center, meeting space, etc) and keep the Assembly informed of any date changes **as soon** as they occur. In addition, because the Assembly may rotate around the state every two years, it is important for the "Seated Chair" to stay in touch with the upcoming venue for any changes that may occur in the dates that have already been set. Sometimes date changes need to be made because an aforementioned event (Southeastern Conference, Delegates' Get-Together, or Southeastern Regional Forum) has just been scheduled by the host area.

All dates should be posted on our website at least one year in advance.

In addition to scheduling the Area Assembly, you also set the schedule for Assembly regarding which committees meet in which rooms. *Note: It is important not to schedule (PI and CPC) or (Treatment and Corrections) at the same time.*

INVITE ASSEMBLY GUESTS

The Area Chair maintains current contact with all “Invited Assembly Guests” and makes sure that all travel arrangements are finalized. Make sure a room is booked at the hotel for the guests. Also, assign a district to host the guest. It is also important to invite our Regional Trustee and a GSO or GV staff member at least once a year (Trustee one year, GV or GSO staff the next year). All invited guests should serve a service purpose.

AREA INVENTORY

Schedule an Area Inventory during the fourth assembly in odd years. This Area Inventory is usually facilitated by a past or present Trustee or a past Delegate from another Area who must be invited. There are 3 inventories that you will need to prepare inventory questions for and schedule appropriate time slots – Friday night Area Officers Inventory (open to all to attend, but only Area Officers should participate), Saturday Area Inventory (All members of Area 27 can participate) and individual Committee Inventories (CPC, PI,... etc).

SCHEDULE

Email the Assembly schedule for the next assembly to the Secretary six (6) weeks before the next assembly. The Secretary will mail this schedule out, along with the Minutes from the previous assembly in time for people to use for the next Assembly. Also email the schedule to the Website Chair six weeks prior to the upcoming assembly. This allows enough time for the Website Chair to post it on the area website.

Make sure that all scheduled assembly workshops are either chaired by yourself or another qualified individual. Also, all assembly orientations should be chaired by someone well-informed about the operations of the Area Service Structure, usually a past delegate.

COMMITTEE CHAIRS AND AREA SUPPORT

You appoint the Committee Chairs and they are directly responsible to you, as per our Bylaws and Articles of Incorporation. Take great care in selecting Committee Chairs. Past experience has shown that it is wise to get recommendations from the outgoing Committee Chair or current members of that committee. Of course, they are just recommendations. You make the final decision. Past practice has also revealed that it is wise to consider qualities such as enthusiasm and reliability, as well as previous experience in General Service. Introduce and present your choices at the November Assembly for ratification by the full Assembly. A regularly scheduled meeting with you, the Alternate Chairperson, and the Committee Chairs may help to keep everyone focused and on the same page.

In addition, you appoint the Area Support Coordinators: Literature, Registration, Hospitality Coordinator, and Budget and Finance Chair. They are also responsible to you.

MEETINGS

You chair the Area Committee meeting as well as the Sunday Business Meeting (as per our Bylaws and Articles of Incorporation). It is imperative that you be well-informed and understand our Area Floor Procedures as written and approved by the Assembly. Draw on the support of your Alternate Chair to help you remain oriented during the meeting [e.g., restating motions, counting votes, etc.].

Make sure to maintain decorum during the business meeting. Encourage everyone to not cheer or make noises after someone shares at the microphone. It is your job to make the microphone a safe place for everyone to share.

At least thirty days prior to the upcoming Assembly, coordinate with the Assembly Hotel Coordinator to make sure that Registration, Hospitality, and volunteers from the local area are in place or determine if alternate plans are needed.

Make sure to line up a different DCM each assembly to make and distribute the newcomer packets, as well as to host the Saturday 10pm discussion meeting.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Keep in close contact with all Area Officers and Committee Chairs. Any unforeseen problems or concerns should be handled immediately in order to minimize their effect on the functioning of the Assembly.

Attend monthly state convention meetings.

Line up a past delegate to chair the GSR orientation.

You form Ad Hoc committees (and appoint a committee chair). The purpose of an Ad Hoc committee is to form a temporary committee to help resolve any ongoing issues or come up with new solutions to help serve the Area better (e.g., ad hoc committee on bids, ad hoc committee on redistricting, ad hoc committee on bylaw revisions, etc.).

You sign all contracts for the Area Assembly, including (but not limited to) contracts with the venues where the Assembly and the State Convention are held.

It is your responsibility to maintain general liability insurance for the assembly.

Maintain a current inventory showing all Assembly property (e.g., computers, printers, projectors).

Check with the responsible people occasionally to insure our property is still on hand and functioning.

Submit proposed budget to B&F chair by October 15 of each year.

Stay well-informed regarding Areas finances. Past practice has shown that the following actions are helpful in achieving this: Maintain consistent contact with the Budget and Finance Chair via email, telephone, or other personal contact; have a copy of the Area's bank statement mailed directly to your home address (in addition, the bank should email a copy of the statement to the Treasurer); and carefully review the quarterly financial statements produced by the Treasurer.

Watch that each Area committee is spending the amount allocated to them – neither spending above nor way below this amount, and that the money allocated is spent prudently and in keeping with the committee's purpose. Receive and review state convention financials regularly