

Alternate Chair Duties and Responsibilities

RESPONSIBILITIES

Coordinate and assist the Area Chair with anything to help make the Assembly run smoothly and efficiently.

Submit a budget to the Budget and Finance Chair no later than October 15 of each year.

At the Assembly, assist the Chair in making sure things are getting done, and offer assistance to anyone who may require it.

Become familiar with the duties and responsibilities of both the Area Chair and the Area Treasurer as you serve as the alternate for both positions.

In odd years, you are responsible for chairing the Ad-Hoc Committee on Bids. Announce at the first Assembly of the odd year that we will need bids for the August Assembly for hosting both the Area Assembly and the State Convention for the two years beginning in January of the next odd year. After receiving all bids in the [odd] August Assembly, the Bid Committee will consider them and invite bidders to present their bids to the Assembly in November. Make sure that space and time are allotted for the committee to meet in the Saturday schedule at the August and November Assemblies. Ensure time is allotted for presenting and voting on bids at the [odd] November Assembly business meeting. The committee usually will recommend one bid.

You are responsible for maintaining copies of the district maps and having them available at the Assembly. You are also responsible for keeping up with the books of past Assembly business meeting minutes and having them available at the Assembly.

Either by you or in conjunction with other officers are available to present an Orientation of Assembly to districts around the state.

Assist the Chair during the Assembly business meeting with any questions regarding policy and procedure. You should be very well versed in how we conduct business, especially with regard to how motions are discussed and voted on at the Assembly. Be prepared to incorporate new amendment language and restate any motion that has been amended. Keep track of the motion's procedural location to help keep the Chair on track. Assist the Chair in counting and totaling votes.

You are responsible for keeping the timer during committee reports and during the business meeting to help the meeting run more smoothly and efficiently. Sharing time for committee reports and DCM reports is a maximum of 3 minutes and sharing during discussion of a motion is 2 minutes. If there is a time overrun, please remind them in a kind and loving way that their time is up. Also, remind the Chairperson before the start of the business meeting to make an announcement for the presenters to keep their comments brief.

Responsible for holding on to and making sure that the translation equipment is available at area events. I.e. Assemblies and State Convention

As of 2018, you will be chairing the Structures & Procedures Committee. The guidelines are separately listed. Make sure the committee meetings are on the Saturday schedule for assemblies (or changed as needed by the chair). You are responsible for maintaining the guidelines and job descriptions and updating as needed and as new changes are made. Ask all the committee chairs around the end of their last year, to review and update their job descriptions and forward any changes to the web chair to update the website. You will give a report (on the Structures & Procedures committee), updating the area like the other committee during the regular Area business meetings.