

INDIANA AREA AL-ANON FAMILY GROUPS

POSITION TITLE: Area Chairperson

TERM LENGTH: Three years (Beginning January 1, after election)

DESCRIPTION: An AWSC member (Past or Present) who has 5 current and consecutive years Al-Anon participation and is not also a member of Alcoholics Anonymous. The Chairperson does not vote at the Area World Service Committee (AWSC) meetings nor at Area Assembly. Primarily, the Chairperson plans all the agendas and conducts AWSC meetings and Area Assemblies in an orderly manner, using communication and cooperation as key elements to serve rather than to dictate.

RESPONSIBILITIES:

- Prepares written agenda and makes copies available at Area Assembly.
- Conducts Election Assemblies.
- Keeps a record of AWSC and Area Assembly Agendas to pass on to next Chairperson.
- Chairs AWSC and Area Assembly meetings.
- Secures from the Recording Secretary the exact wording of all AWSC recommendations to be made to the Assembly so that the Chairperson can print them correctly and entirely on the Agenda for the Assembly.
- Writes an article for each *Lifelines* issue.
- Submits itemized list of expense with receipts to the Treasurer.
- Keeps open communication with Area Assembly officers and other members of the AWSC, and encourages them to share and discuss their problems, concerns, and any unusual situations or expenditures regarding their Area responsibilities.
- Appoints Policy Guidelines Committee to keep Area documentation up to date (including but not limited to, Coordinator Guidelines, officer descriptions, and Policy Manual).
- Works closely with Area Delegate and Alternate Delegate/Chairperson on Area issues.
- Attends Indiana Area Al-Anon/Alateen Convention and participates as requested by Convention Committee.
- Becomes certified as an Al-Anon Member Involved in Alateen Service.
(See Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines)
- Responsible for external storage personnel permissions and removals either by appointing someone to make the necessary corrections or making the changes personally.
- Appoints such Area Coordinators as the Area Assembly deems necessary.
- Provides each Area Coordinator with the WSO guidelines and Area guidelines, if they exist, for their position.
- Appoints Thought and Task Force committees as needed.
- In the spirit of cooperation (Tradition 6), each January send the contact information for the Delegate, Chair, and Alternate Delegate/Chair to any Alcoholics Anonymous Area in Indiana.
- Fill out the Area World Service Committee Update Form for notifying the WSO of changes, whenever changes occur in the Area Officers, Coordinators, or District Representatives.
- Relinquishes all other service positions during the term of office.
- Gives no opinion on candidates during nominations and elections.

REFERENCES: Al-Anon/Alateen Service Manual
AFG Indiana Assembly Corporation By-Laws

Approved 07/15/2023