

AREA CHAIRMAN

QUALIFICATIONS:

- Must be a past or present District Representative.
- Have leadership and organizational ability, serving rather than dictating, (page 145 of *AI-Anon/Alateen Service Manual*), putting principles above personalities.
- Be willing to have name, address and phone number published.
- Be thoroughly familiar with the *AI-Anon/Alateen Service Manual* and have a working knowledge of the Steps, Traditions and Concepts of Service.
- Be available to travel throughout the Area to attend AI-Anon/Alateen functions.
- Be available to serve three years.

DUTIES:

- Be responsible along with the Area Secretary and Treasurer to ensure that the business of the Area be conducted in a prompt and timely manner.
- Attend, conduct and plan agenda of, along with the Area World Service Delegate, all Area World Service Committee meetings (2 per year), in an orderly manner following Parliamentary Procedure, and vote on issues.
- Attend, conduct and plan agenda of, along with the Area World Service Delegate, all Area Assemblies (2 per year), in an orderly manner following Parliamentary Procedure, voting only if also holding the position of Group Representative.
- Replace inactive AI-Anon/Alateen members in any service position except Delegate or Alternate Delegate, as soon as inactivity is apparent and/or if there is a problem that is harmful to AI-Anon/Alateen as a whole.
- If there are no representatives of groups or Group Representatives or Alternate Group Representatives, you may require the Group Records Coordinator to contact appropriate persons to verify any problems.
- If a District Representative has not been elected by the Group Representatives of a District before an Area Assembly, you may require the Group Representatives of that District to caucus to elect one (page 118 of *AI-Anon/Alateen Service Manual*).
- If there is no District Representative or Alternate District Representative of a District present at Area World Service Committee meetings, you may require the Area Secretary to contact appropriate persons to verify any problems.
- Verify with Area Secretary that the host district for either Area World Service Committee meetings or Area Assemblies receives the Area Suggested Guidelines for hosting AWSC or Area Assembly and for preparing a flyer to be published in the *AI-Anon-Cer* with appropriate information before the date of the meeting.
- Maintain a notebook of activities and information to be passed to the next Area Chairman.
- Maintain communication with all Area Officers and AI-Anon/Alateen members.
- Call for an Election Assembly in the third year of term of service and follow election procedures adopted at Spring Assembly in 1990.
- Share experience, strength and hope for the Area in written or typed form to be given to the Area Archivist at the end of term of