

## Maryland & District of Columbia Area

### Suggested Guidelines for AREA CHAIRPERSON

April 2017

The **Chairperson** is a Director of the Corporation and is the Chief Executive Officer of the Corporation. S/he is responsible for ensuring, along with others serving at the Area 24 level, that the business of the Area is conducted in a prompt and timely manner. S/he has overall responsibility for the functioning of the Area. S/he chairs the Assemblies, AWSC meetings, and the Steering Committee

#### Eligibility and Qualifications:

- Must have served a full term as District Representative in Maryland & District of Columbia Area.
- Be familiar with guidelines from the World Service Office, especially those regarding the duties of Area Officers.
- Have leadership and organizational ability, serving rather than dictating, putting principles above personalities.
- Be willing to have name, address, phone number, and Email address available to AI-Anon members.
- Be thoroughly familiar with the
  - AI-Anon/Alateen Service Manual.
  - Guidelines from the World Service Office, especially those regarding the duties of Area Officers.
  - The Area Articles of Incorporation and the Area Bylaws.
- Have a thorough 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.
- Have the capability to send and receive Email and to access World Service Office communities.
- Understand that accepting this position means becoming a Director of AFG of MD & DC Inc and incurring legal and fiduciary responsibilities.

## Responsibilities and Duties:

- The Area Chairperson is a member of the Area Steering Committee. The members of the Area Steering Committee have additional obligations and responsibilities. See the *Guidelines for Area Steering Committee Members*.
- The duties of an Area Chairperson are described in the *Al-Anon/Alateen Service Manual*.
- Be responsible along with the Area Secretary and Area Treasurer for ensuring that the business of the Area be conducted in a prompt and timely manner.
- In consultation with the other Steering Committee members prepare agenda for each Area World Service Committee (AWSC) meeting.
- Based on recommendations of the AWSC and in consultation with the other Steering Committee members, prepare agenda for each Area Assembly.
- Conduct each AWSC meeting and Area Assembly in accordance with established procedures.
- Maintain contact with all members doing Area-level service and provide assistance when requested.
- Fill any vacancy in an Area-level service position (except Delegate or Alternate Delegate) by promptly appointing a qualified member to serve until the next Area Assembly.
- Replace any inactive member in any Area-level service position (except Delegate or Alternate Delegate) by promptly appointing a qualified member to serve until the next Area Assembly. This should be done as soon as inactivity is apparent and/or if there is a problem that is harmful to Al-Anon/Alateen as a whole. **\*\*\* Removal of a member from a service position should occur only after every attempt to speak with the member and to help him/her perform the duties of the position has failed. \*\*\***
- Along with Area Secretary, assist the district hosting an Area meeting (Area World Service Committee meeting, Area Assembly, workshop, etc.).
- Maintain a notebook of activities and information to be passed to the next Area Chairperson.
- 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 service.