

Job Description of CHAIRPERSON

Introduction: The elected Officers and appointed Coordinators (3-year term) are the board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and a charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. The Officers act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the prudent management of the Area. The Officers accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are ineligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a

1. **ELIGIBILITY / QUALIFICATIONS** – Past or current District Representative. Has thorough knowledge of and experience using Twelve Traditions, Twelve Concepts and current *Al-Anon/Alateen Service Manual*. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written documents and meet deadlines. Does not concurrently hold any other position in Al-Anon service. Active member of Al-Anon in CA(S) with working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision-Making (KBDM). Has an understanding of the Area and World Service structure. Must keep executive confidentialities.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Consults with newly elected officers to appoint Area Coordinators, who will be members of Area Board. Calls, produces agenda for and conducts regular, special and Election Assembly, Area World Service Committee (AWSC), Board and Officer meetings. Makes temporary appointments for Officers (other than Delegate) if vacancy occurs. Should have strong working relationship with and support other officers and DRs, and collaborate with them to resolve conflicts within the Area. Works toward team building and encourages initiative and productivity of Board members. Works with Area Alateen Sponsor Coordinator on matters related to SCAC (Southern California Alateen Conference). Reviews monthly SCWS financial statements. Selects qualified auditors to ensure that annual audit will take place, and reviews final audit. Able to understand, question and learn facts and figures from financial and other reports. Ensures that Area has proper insurance in force. Reviews and authorizes material prior to posting on SCWS website. Works with Immediate Past Delegate to appoint Area Thought Forces or Task Forces (ThF or TF). Attends annual Area Sharing of Service (SOS) workshop, and supports Area activities and events. Oversees Area storage unit. For other activities and details, see pertinent excerpts in current *Service Manual*, and Articles IV, V, VIII, IX, XI of SCWS Bylaws.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Effective electronic, written and oral communication skills, strong organizational skills, time and meeting management skills (responds to communications in a timely manner, keeps meetings running smoothly and on time). Proficient in using spreadsheet, and word processing software, accessing and navigating Web sites, downloading web documents, and using email with attachments. Strong sense of responsibility, able to prioritize, meet deadlines while managing high priority tasks and work independently or as a team member. Able to allot the appropriate time to the position and all that it entails. Has thorough working knowledge of KBDM (Knowledge-Based Decision Making). Able to separate personal opinion from fact. Able to support WSC (World Service Conference) and Area decisions and their implementation objectively without reflecting personal opinion. Having served on the Area Board, while not required, provides useful perspective on current Area policies and procedures.
4. **ADDITIONAL SKILLS NEEDED** – Has critical and creative thinking, objectivity, flexibility, listening and analysis skills.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer, printer, Internet connection. Participates in conference calls and online meetings.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Minimum of 15-20 hours per week on preparation and follow up, responding to large volume of emails and phone calls, travel to conflict resolution and other meetings and to make presentations at District, Intergroup and Area meetings.
7. **PREPARATION** – Writes Agenda for Area Meetings. Sends out notifications regarding AWSC and Assemblies 30 days prior to those meeting dates (see SCWS Bylaws). When meeting in person, reserves rooms annually and designs layout for all meetings

and Area events, coordinating with facility contact. When meeting electronically, coordinates Area virtual meetings with Area Website Coordinator to ensure all necessary volunteers are in place to provide technical assistance. Arranges for a Spanish Language interpreter for Assemblies.

8. **TRAVEL** – Must be able to attend meetings in all parts of Area. Attends annual Southwest Regional Delegates' Meeting (SWRDM) and one service event outside SCWS Area during 3-year term. Makes own travel arrangements, within budget guidelines.
9. **OTHER** – Chairperson's duties are assumed by Immediate Past Delegate in Chairperson's absence (Bylaws). Chairperson must be willing to support the group conscience of the Area, World Service Conference (WSC) or AFG, Inc.'s Board of Trustees' decisions even if not in personal agreement, and does so with the help of the Traditions and/or Concepts of Service.

NECESSARY AREA MEETING ATTENDANCE

Officers	January, Feb, April, May, July, August, October	Saturdays or Sundays, as agreed	3 to 6 hours, as needed
SCWS Board	January, May, July, October	3 rd Sunday	9:00am to 3:00pm
Area World Service Committee (AWSC) + new DR Orientation	February, August	3 rd Saturday 1st Saturday (New DR Orientation)	9:00am to 4:00pm 10:00am to 12:00pm (New DR Orientation)
Area Assemblies + new GR Orientation	May, November	3 rd Saturday 1st Saturday (New GR Orientation)	9:00am to 4:00pm 10:00am to 12:00pm (New GR Orientation)
Sharing of Service (SOS)	January	3 rd Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm
Finance Committee meetings	Monthly	As determined by FC members	2-3 hours per month