

## Summary of 2018 SETA Job Description Review/Revision

As per the **SETA Policies and Procedures Manual**, all members of the Area Committee were asked to review their respective job descriptions and submit suggested changes if necessary. In all, five of the Job Descriptions have been revised. The revisions range from minor grammatical corrections to a complete overhaul. The revisions are listed below. Corrections, revisions or additions are in red.

### SETA LIAISON TO AREA INTERGROUPS

#### JOB DESCRIPTION

**General Description:** The Liaisons to the Area Intergroups are elected by the Area Assembly to serve a two-year term. They are voting members of the Area Assembly and **are** members of the Area Committee.

- When asked, share information about the Southeast Texas Area, AA Traditions, the General Service Structure, etc., with Intergroup Board members and ~~delegated~~ **Delegates**.

### SETA ALTERNATE AREA CHAIRPERSON

#### JOB DESCRIPTION

- Chair Saturday afternoon Area sharing session, **when it is included in the Assembly Agenda**.
- **Ensure that a current version of the Policies and Procedures Manual is posted on the SETA website on the Alternate Chairperson's webpage. –Add this in.**
- **Work closely with the Area Treasurer to ensure that hotel expenses for the Quarterly Assemblies are handled in accordance with the hotel's billing policy. -Add this in.**

### SETA AREA REGISTRAR AND ALTERNATE REGISTRAR

#### JOB DESCRIPTION

- **The registrar will be responsible for coordinating with the Area Assembly host district to perform registration for voting and non-voting members of the Assembly. The registrar will maintain and bring to the Assembly adequate supplies necessary for registration. This includes an adequate number of badge holders, badge inserts, sign in forms for both voting and non-voting members, coffee tag stickers, new GSR stickers, voting number stickers, pens, markers for badges and forms for group changes, new groups, and Area Committee position changes in English and Spanish.**
- **The registrar will maintain a roster of members of the Area Committee plus Past Delegates and the Archivist. The document will include name and position, mailing address, phone number, and e-mail address. This roster should be updated following each Quarterly Assembly and sent to individuals on the roster, but only individuals on the roster. Primary means of distribution will be by e-mail. This document must be treated as "Personal and Confidential."**

### SETA TREASURER/ALTERNATE TREASURER

#### JOB DESCRIPTION

**Provide tax information to CPA to file taxes.**

Prepare **the an** annual Budget worksheets **(for each committee and officer)** and attend the Budget Committee Meeting.

**Provide Officers and Committee Chairs with quarterly breakdown of their expenses.**

### STATE CONVENTION ATTENDANCE PROMOTION CHAIRPERSON (SCAP)

#### JOB DESCRIPTION

*This Job Description has under gone a complete overhaul. Please see attached explanation.*

## Area Committee Chair

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**Subject:** FW: SCAP JOB Description with Explanations  
**Attachments:** 1806 SCAP Job Descriptions & Explanations.pdf

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**From:** scap-chair SCAP Committee [mailto:scap-chair@aa-seta.org]  
**Sent:** Monday, June 11, 2018 7:50 PM  
**To:** Area Committee Chair <chair-chair@aa-seta.org>  
**Cc:** Area Committee Alternate Chair <chair-alt@aa-seta.org>; Area Registrar <registrar@aa-seta.org>  
**Subject:** SCAP JOB Description with Explanations

Kris,

Attached are the highlighted job descriptions (but the yellow highlight can barely be seen) and explanations: first page is detailed, 2nd is BRIEF Synopsis (top portion) with some history and points for clarity (bottom half). You can use either sheet or parts, whatever you think is most helpful.

The working SCAP committee members (4-5 members depending on what month) were in agreement with all of the Proposed Job Description. I will be in attendance at the July Assembly, and be available to answer questions if needed.

yours in Service,  
~zAz~

# STATE CONVENTION ATTENDANCE PROMOTION CHAIRPERSON (SCAP)

## JOB DESCRIPTION

**General Description:** The SCAP Committee Chairperson have two years sobriety, two years of service to the Area, and some experience with the Texas State Convention. This position is a voting member of both the Area Committee and of the Area Assembly and is elected by the Assembly to serve a two-year term that runs concurrent with the Area delegate elections.

**General Responsibilities:** To promote within SETA Area 67 the attendance of its members to the Texas State Convention regardless of locale, guided by the Traditions and Concepts in its promotional activities, being accountable for such activities and all funds to the Area Assembly. <sup>with</sup>

### **Duties/Responsibilities:**

1. Act as a liaison for the SETA Area to the Executive Board for Texas State Convention and its various locale State Convention committees. The SCAP committee may ask for participation from the past and/or current Houston State Convention chair(s).
2. Receive funding from the Executive Board for Texas State Convention with distribution from prior year excess proceeds. Such distribution is sent to the SETA treasury and passed through to SCAP.
3. Be accountable to the Area Assembly for such funds, with quarterly expense report and copy of bank statement sent to the Area Treasurer, and annual 1099.
4. The SCAP Chair and the Area Treasurer to be signors on the account to ensure disposition and accountability of funds, and ease transition of trusted Servants when change of signors.
5. Maintain Prudent Reserve for Operational activities and administrative activities as some years will not produce an excess. Reserves currently set at \$1000.00 at the SCAP Committee level, with the Area Treasury maintaining a reserve of \$1000.00 for disastrous possibility.
6. Be responsible and accountable for ALL activities of the SCAP Committee, ever mindful of the Twelve Traditions of Alcoholics Anonymous.
7. Have State Convention flyers in both English and Spanish available at/for SETA Assemblies, AA groups, districts and intergroup offices within SETA.
8. Chair Area SCAP committee meetings, conduct surveys to brainstorm ideas on ways within the SETA Area to promote the attendance to the Texas State Convention, and maintain such records.
9. Visit groups or districts within the SETA Area to encourage participation and attendance at the Texas State Convention.
10. Attend SETA Assembly, its functions, and participate on the Area Committee.
11. Maintain and display Picture board and informational table at such functions.
12. Submit reports (verbal/written) to the Area Assembly and its secretary, as well as to the Area's newsletter and website committees. Utilize the SETA website and e-mail/broadcast systems to keep all informed on the status of the State Convention.
13. The Concepts for Service (specifically X.) and the AA Traditions ought to guide selection of promotional activities, always considering current funds available and next year's funding possibilities. Some activities may be: drawings for free registration; on-site Area Photo Session; registration reimbursed when participate in hospitality suite (on-site or in advance); drawings for room night reimbursement; etal.

**STATE CONVENTION ATTENDANCE PROMOTION CHAIRPERSON**  
**(SCAP)**  
**JOB DESCRIPTION**

**General Description:** The SCAP Committee Chairperson is elected by the Area Assembly to serve a two-year term that runs concurrent with the Area officers, and is a voting member of the Area Assembly.

**Position Description:** To promote the attendance of the Texas State Convention regardless of what area (in Texas the convention is being held.)

**Duties and Responsibilities:**

- (8) • Chair Area SCAP Committee meetings.
- (1) • Act as a liaison for the area and the state convention committee.
- (8) • Conduct meetings or surveys to brainstorm ideas on how to promote convention attendance.
- (12) • Submit written reports to the area assembly quarterly on the activity of the committee in the previous quarter.
- redundant of #207 - sec 1)* (1) • Have a working relationship with the other Areas of Texas and the State Convention Committee.
- (10) • Attend SETA quarterly meetings.
- (9) • Visit groups or districts within the area to encourage participation of the Texas State Convention.
- currently not req'd.* (1) • Ensure that the committee is represented at the state convention committee meeting every year when possible.
- (6) + Genl Resp.* (1) • Have a working knowledge of the Traditions of AA.
- (7) • Distribute State Convention flyers to the area groups, districts and intergroup offices. Make flyers available to area assemblies and anyone interested in attending the Texas State Convention.
- Genl Resp* (1) • Act as treasurer and secretary of committee when an alternate is not available,
- (13) • Chair or representative to host a hospitality suite at state or area conventions for promotional purposes.
- (12) • Submit information to the SETA Website Committee as is appropriate to the office.
- (12) • Submit articles to the area newsletter about committee activity.

So, a “brief synopsis of the substantive changes” are

to answer the WHO, WHAT, HOW, WHY, WHEN and WHERE questions:

1. Clarify the PRIMARY PURPOSE of the SCAP Committee
2. Clarify RESPONSIBILITIES of such ACTIVITIES as they relate to the Traditions and Concepts of A.A.
3. Clarify HOW the committee is FUNDED.
4. Ensure the committee’s practice of SELF-SUPPORT and Accountability of funds to the SETA Area
5. Clarify the scope of WHERE and WHO (to whom)and WHEN when choosing activities.

We are not all things for all people everywhere, just SETA Area’s corner.

The Executive Board for Texas State Convention has its own guidelines & structure. The SCAP committee receives funding from that source, channeled through the SETA Treasury, to provide a service first to the SETA Area and then an indirect service to the funding Board – PROMOTE within SETA the ATTENDANCE TO STATE CONVENTION- for fun and for free, no cost TO the Area.

As the State Convention rotates among six cities in the four Texas Areas, some years the attendance is high and some years attendance is low. SETA is the ONLY Area that is incorporates the Host City into its Service Structure, and ... SETA is the ONLY Area that created and incorporates the SCAP committee into its Service Structure. Hence it’s important that the responsibilities and accountability to the Area be specified, clarified and ensured. Percentage of burden in case of loss varies with Host City versus other cities/Areas. Hence, it is necessary for the SCAP Committee to have a Prudent Reserve for both its operational expenses (flyers, bookmarks, printing/supplies, etc) and administrative expenses (presentations, assemblies, State Convention, etc). In all committee activities & expenditures, it is our custom to add “if funds are available”. It is necessary for the SETA Area to maintain a Loss Reserve as both a Host City and as an ‘other city/Area’, such amounts coming from SCAP funding but held at the Area treasury.

Choosing activities that PROMOTE ATTENDANCE is both a responsibility(primary purpose) and authority of the SETA SCAP committee and its members. The Twelve Traditions and Twelve Concepts of A.A. are vital in consideration of such activities, guiding and guarding us in selection. It is important to stress such consideration without dictating specific promotional activities.

## General Description:

1. July 2016 wording ALL transferred to 2018 Proposed with exception:
  - a. changed "Area officers" to "delegate elections."
2. Added general requirements for sobriety and service and specific experience to have information readily available here.
3. Added " both the Area Committee and of" (to clarify wording of original P&PM at time of creation of this committee and ensuing on-going discussion)

## General Responsibilities:

1. re-worded Position Description for clarity and "inserted" new verbage
  - a. to promote "Within SETA Area 67" (specify WHERE one promotes)
  - b. the attendance "of its members TO" ... (specify to WHOM & WHAT one promotes)
  - c. changed "what area in Texas the convention is being held" to "locale"
2. inserted "guided by the Traditions" (point 9 from 2016) "and Concepts in its promotional activities, being accountable for "such activities and all funds" (point 11 from 2016)(specify HOW one promotes)

## Duties & Responsibilities:

1. Included MOST of 2016 version in the 2018 Proposed with the EXCEPTION:
  - a. point 5 seemed redundant; included in point 2 and clarified in 2018 item 1.
  - b. point 8 deleted as it is Not within the scope of SCAP. The State Convention Executive Committee is an outside entity with its own structure & guidelines. The current SCAP has requested to be recognized and seated as a member, but it has not been presented at that body for voting YET.
  - c. point 11 enumerated & reworded and included in 2018 General Responsibilities
  - d. point 12 deleted but inserted as an optional activity in 2018 item 13. Each term/panel is independent to choose specific activities to fulfill its HOW responsibility (Concept 10)
2. ADDED:
  - a. item 2. Clarifies SOURCE OF FUNDING and how it gets to SCAP.
  - b. item 3. Clarifies ACCOUNTABILITY of funds to the Area
  - c. item 4. Ensures ACCESSIBILITY of funds to the Area should one or more die or drink
  - d. item 5. Ensures PRUDENCE and BALANCE and FORESIGHT in self-support of Committee's responsibilities and obligations.
  - e. item 11. A new asset to aid with responsibilities
  - f. item 13. Seems self-explanatory.