

## 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.**

### SETA CFC CHAIR

#### JOB DESCRIPTION

Requirements: **A responsible person with 2 years of sobriety –Add this in.**

- **Submit an electronic version of your report to the Secretary prior to the Committee meeting. –Add this in under Area.**

### STATE CONVENTION ATTENDANCE PROMOTION CHAIRPERSON (SCAP)

#### JOB DESCRIPTION

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

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 the Texas State A.A. Convention Committee has its own guidelines & structure. The SCAP committee receives funding from that source, channeled through SETA, 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 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.