<u>SETA ALTERNATE AREA CHAIRPERSON</u>
JOB DESCRIPTION

General Description: The Alternate Area Chairperson is elected by the Area Assembly to serve a two-year term, and is a voting member of the Area Assembly and a member of the Area Committee.

Position Description: The Alternate Area Chairperson is a trusted servant that can step in and take full control of the Area chairperson's duties if need be.

Position Qualifications: A minimum of three years of continuous sobriety and two years of previous service in this Area Assembly. Experience in group, district, and area affairs is suggested.

Duties and Responsibilities:
The Alternate Area Chairperson will
- Work closely with the Area Chair.
- Work on an ad-hoc committee to acquire hotel bids for the area assembly for a two-day meeting place for the months of April, July, & October with accommodations for travelers.
- Liaison to the hotel where Quarterly Assembly is being held.
- Work with the DCMs to arrange for different host districts each quarterly.
- Chair Saturday afternoon Area sharing session.
- Updates the Policies and Procedures Manual.
- Ensure that copies of the Policies and Procedures Manual are available at all Assembly meeting.
- Ensures all announcements and flyers given or presented at Assembly are SETA approved
- Prepare an annual budget and attend budget meeting.
- Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition the review or revision will be noted in footer of job description with year of review or revision.
- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

Responsibilities for using SETA computer equipment

Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.

1. *All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.*
2. *The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
3. *In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.*
4. *All data relating to Area business should be stored on the SETA-provided equipment.*
5. *Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*
6. *Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*