

SETA AREA CHAIRPERSON

JOB DESCRIPTION

General Description: The 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: A trusted servant ultimately responsible for the planning, organization and execution of the Area Assembly programs. Above all, the chairman guards the 12 Traditions and follows the AA Service Manual and Twelve Concepts in conducting the business of the Area and its selection of a Delegate to the General Service Conference.

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 Area Chairman will:

- Ensure the open and honest communications among committee members, Alternates and the assembly.
- Work closely with the Delegate, Alternate Delegate, and alternate chairman.
- Ensure provisions for:
 - a two-day meeting place for the months of April, July, & October
 - with accommodations for travelers.
 - A meeting agenda consisting of an
 - Area committee meeting,
 - informative and educational workshops,
 - service oriented speakers,
 - study of the 12 Concepts and 12 Traditions of Alcoholics Anonymous.
- Ensure provisions for reports to the general assembly by officers, standing committees, Liaisons and DCM.
- Ensure provisions for presentation and discussion of Area concerns and voting if required.
- Hear the voice of the assembly and take action, when required, to address all issues.
- Maintain order during business meetings and create an effective working atmosphere.
- Have knowledge of or be willing to learn Parliamentary Procedure (materials to be provided by SETA).
- Select members and establish ad-hoc committees as required to study the needs of the Area and assembly.
- Ensure that a chairperson for the annual SETA Convention is selected in timely manner per the current Policies and Procedure Manual.

SETA AREA CHAIRPERSON

JOB DESCRIPTION CONTINUED

- Appoint an Ad-hoc Committee to review and revise the Area Committee job descriptions in first quarter of even numbered years to report the final recommendations at the April Assembly.
- Submit newsworthy article to quarterly newsletter and information to the SETA Information Technology Chair.
- Prepare a budget and attend the Annual 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 descriptions 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.*