

SETA AREA DELEGATE **JOB DESCRIPTION**

General Description: The Area Delegate 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: Though the highpoint is the General Service Conference meeting, the delegate's job goes on year-round and involves all aspects of the Conference Structure. Area Delegate is responsible to effectively serve AA as a whole, utilizing personal experience and the Area Group conscience, for the benefit of guiding the society into the future. Serve as a channel for the effective communication of information between Groups, Districts, and the Area, with the General Service Conference and AA as a whole.

Position Qualifications: Six years sobriety and Four years General Service experience to the Southeast Texas Area of AA. Have sufficient time to devote to AA to fulfill the duties. Have a proven effective communication and interpersonal skills and a broad knowledge of Area business operations. Have experience in chairing committees and meetings. Have knowledge of AA affairs, the 12 Traditions and 12 Concepts of World Service. Strong ability to listen, analyze, and process information. Have sufficient time to devote to AA to fulfill the duties.

Duties and Responsibilities:

- Responsible, in general, for representing the membership of the Southeast Texas Area of Alcoholics Anonymous at the annual General Service Conference, and to actively participate in the conference process throughout the year. The delegate is particularly accountable to:

General Service Conference

- Learn and understand the collective conscience of the Area Assembly regarding the Final Agenda Items for the annual meeting of the General Service Conference.
- Attend the General Service Conference meeting each year of the two year term.
- Be fully prepared to participate in the Conference proceedings with humility and dignity.
- Communicate the Conference business to the members of the Area Committee, the Districts and the Assembly in general.
- Work with Area membership on the submission of potential Conference Agenda items.
- Communicate regularly with the Regional Trustee to stay informed of Conference or Board activity.

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Area

- Learn and understand the collective conscience of the Area Assembly regarding the Final Agenda Items for the annual meeting of the General Service Conference by:
 - Plan and facilitate the Area Assembly Roundtables Workshop in April.
 - Obtain and review all provided feedback.
- Represent the Area at the State Convention.
- Attend all Area Assemblies and Service functions.
- Attend as many District service functions as possible.
- Visit all Districts at least once per year. Assist in the maintenance of Spiritual health as required or requested.
- Visit individual Districts as often as required based on specific need or request.
- Visit as many groups as possible each year and discuss AA's US and Global activity. Endeavor to keep the membership well informed through effective communications at Group, District, and Area levels.
- Attend all Regional Service meetings and assemblies.
- Serve as the primary point of contact for the Area with GSO, AAWS, Grapevine, and the GSB.
- Make the Area aware when positions with GSO, AAWS, Grapevine, or the GSB become available.
- Suggest policy and procedure changes to the Area Committee and Assembly that can make them more effective.
- Help obtain financial support for the Districts, Area and GSO. Encourage group support of Service Assemblies.
- Provide leadership in solving local problems involving the AA Traditions.
- Encourage GSRs to inform groups and individuals about the Grapevine, La Vina and Conference approved literature within the Area.
- Promote the Grapevine, La Vina and conference approved literature within the Area.
- Submit information to the SETA Information Technology Committee, as the office requires.
- Support GSO in special surveys and questionnaires.
- Assist in and promote the need for accurate Area and GSO records.
- Work with the Area Officers and Standing Committees sharing information of AA activities and direction.
- Assume responsibility of the Area Chair and Alternate if they are unable to serve.
- Take an active role in a poorly functioning Standing Committee.

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- Keep the Alternate Delegate informed of pertinent information; so they may take over the responsibilities of the Delegate should the Delegate become unable to serve.
- Keep informed of the Alternate Delegate's special projects, and assist as required or requested.
- Prepare a quarterly Newsletter article to communicate with Area membership.
- Address the Assembly each quarter to deliver AA information and concerns.
- Work closely with committee members and officers, sharing experience throughout the year. After GSRs and committee members have reported on the conference, learn from these AAs how groups and members have reacted.
- After elections, devote whatever time is required to help the new Delegate get fully prepared, at the end of your two-year term.
- 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 file 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.*