

## **SETA GRAPEVINE/La Vina CHAIRPERSON**

### **JOB DESCRIPTION**

**General Description:** The Grapevine 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:** To help disseminate Grapevine and La Vina materials.

#### **Duties and Responsibilities:**

- Promote the GV and La Vina on group, district and area levels - sell subscriptions, renew subscriptions.
- Chair committee meetings.
- Schedule committee meetings.
- Study the GV workbook as a committee.
- Encourage the committee to study the Traditions and how they apply to GV work.
- Oversee the sending of meeting notices to DCMs and known GvRs.
- Keep current list of GvRs, communicate changes with GV office.
- Attend and participate in Area Committee meetings.
- Attend Quarterly meetings and give committee report to Assembly.
- Supply written committee report to Area Secretary at time of Quarterly meeting.
- Help maintain accurate committee records.
- Submit articles to the area newsletter about Grapevine and La Viña committee activity.
- With the help of committee members, encourage responsible use of funds allocated by the area assembly.
- With help of committee members, prepare annual budget request & Attend annual budget committee and present budget.
- Cooperate with other Area standing committees. Request that Grapevine and La Viña be included.
- Encourage AA members to write for the Grapevine and La Viña - English and Spanish.
- Set up displays at Quarterly meetings, Area conferences district meetings and special workshops. Have a supply of GvR flyer, brochures, subscription forms.
- Inform membership of special items - have order forms available.
- Provide information to the SETA Information Technology Chairperson as is appropriate to the office.
- If asked, serve on the SETA Convention Committee as the Grapevine/La Vina Representative (see SETA Convention Guidelines)
- Prepare a budget and attend the Annual Budget Meeting.

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**JOB DESCRIPTION CONTINUED**

- 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.*