SETA MULTI-LINGUAL COMMITTEE
CHAIRPERSON
JOB DESCRIPTION

General Description: The Committee Chairpersons are elected by the committee to serve a two-year term that runs concurrent with the Area Officers. They are voting members of the Area Assembly and members of the Area Committee.

Position Description: The Chairperson is Bi-lingual and is able to organize the translations necessary for events such as Area Assembly, Area Convention, Area workshops, and District meetings if asked. These translations are done in both verbal and written material. Be involved with the Spanish Speaking Districts and Area services. Knowledge of AA affairs, the 12 Traditions and 12 Concepts of World Service. Have sufficient time to devote to AA to fulfill the duties.

Duties/Responsibilities:
• Chair monthly Multi-Lingual Committee meetings
• Attend all SETA Quarterly meetings and have translations available for all Area meetings and Area workshops.
• Coordinate the written translations of the Area minutes and Newsletter
• Prepare a report for the SETA Quarterly Assembly.
• Ensure that the trusted servants of the Multi-Lingual committee know and perform their responsibilities
• Prepare a quarterly Newsletter communicate with Area members.
• Submit information to the SETA Web Site Committee appropriate to the office.
• The Multi-Lingual Chair is responsible for hiring and acting as Liaison to the translator for approved SETA assemblies and functions.
• Prepare a budget and attend the Annual Budget Committee 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 the 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.*