

**STATE CONVENTION ATTENDANCE PROMOTION CHAIRPERSON**  
**(SCAP)**  
**JOB DESCRIPTION**

**General Description:** The SCAP Committee Chairperson is elected by the Area Assembly to serve a two-year term that runs concurrent with the Area officers, and is a voting member of the Area Assembly.

**Position Description:** To promote the attendance of the Texas State Convention regardless of what area in Texas the convention is being held.

**Duties and Responsibilities:**

- Chair Area SCAP Committee meetings.
- Act as a liaison for the area and the state convention committee.
- Conduct meetings or surveys to brainstorm ideas on how to promote convention attendance.
- Submit written reports to the area assembly quarterly on the activity of the committee in the previous quarter.
- Have a working relationship with the other Areas of Texas and the State Convention Committee.
- Attend SETA quarterly meetings.
- Visit groups or districts within the area to encourage participation of the Texas State Convention.
- Ensure that the committee is represented at the state convention committee meeting every year when possible.
- Have a working knowledge of the Traditions of AA.
- Distribute State Convention flyers to the area groups, districts and intergroup offices. Make flyers available to area assemblies and anyone interested in attending the Texas State Convention.
- Act as treasurer and secretary of committee when an alternate is not available,
- Chair or representative to host a hospitality suite at state or area conventions for promotional purposes.
- Submit information to the SETA Website Committee as is appropriate to the office.
- Submit articles to the area newsletter about committee activity.

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## **(SCAP)**

### **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, 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.*