

**COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)**  
**COMMITTEE CHAIRPERSON**  
JOB DESCRIPTION

**General Description:** The CPC 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 and member of the Area Committee.

**Duties and Responsibilities:**

- Attend the Area Committee meetings and functions.
- Schedule the CPC Committee meetings, arrange for meeting site, prepare the agenda and select members to fill the agenda slots.
- Correspond with GSO and follow up on correspondence from the CPC desk.
- Coordinate with the Districts for presentations and workshops.
- Ensure that the committee officers know their job responsibilities.
- Ensure that our committee has an article in the newsletter.
- Prepare a written report for the Quarterly Assembly Meeting.
- Attend SETA Quarterly Assembly meetings or have the alternate present.
- Cooperate with other SETA committees and AA service arms.
- Maintain records of the committee to be passed on to the next chairperson.
- Coordinate presentations to the professionals and be sure that two committee members are signed up to make the presentations.
- Carry out requests of the Delegate and the Area Chairperson.
- Make sure that the committee secretary communicates with the Area.
- Submit information to the Area Website Chairperson as is appropriate to the office.
- Maintain and audit adequate supply of AA Literature or use on CPC presentations.
- Ensure annual review of CPC Workbook by the Committee.
- 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.

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JOB DESCRIPTION CONTINUED

***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.*