

**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 and the Area Committee. The SETA SCAP committee suggests the chair have three years sobriety, two years of service to the Area, and some experience with the Texas State Convention.

**Position Description:** To promote within SETA Area 67 the attendance of its members to the Texas State A.A. Convention regardless of locale, guided by the Traditions and Concepts in its promotional activities, being accountable for such activities and all funds to the Area Assembly.

**Duties/Responsibilities:**

- Act as a liaison for the SETA Area to the Texas State A.A. Convention Committee and its various local State Convention committees. The SCAP committee may ask for participation from the past(s) and/or current Houston State Convention chair(s) and/or the outgoing Area delegate.
- Receive funding from the Texas State A.A. Convention Committee. The distribution from prior year excess proceeds, if any, is received by the Area and passed through to SCAP for direct deposit.
- The SCAP Chair and the Area Treasurer are signors on the SETA SCAP bank account to ensure disposition and accountability of funds, and to ease the transition of trusted Servants with a change of signors every two years.
- Be accountable to the Area Assembly for such funds, with Area expense report and copy of SCAP bank statements sent quarterly to the Area Treasurer.
- Maintain Prudent Reserves for Operational activities and Administrative expenses as some years may not produce an excess for distribution. SCAP Reserve Funds are currently set at \$1,000.00 for the SCAP Committee level held by the committee, and at \$3000.00 for State Convention Loss Reserve, held by the Area Treasury. Amount over these are available for promotional activities.
- Be responsible and accountable for ALL activities of the SCAP Committee, ever mindful of the Twelve Traditions of Alcoholics Anonymous and Twelve Concepts for World Service.
- Have State Convention flyers in both English and Spanish available at/for SETA Assemblies, AA groups, districts, and intergroup offices within SETA.
- Chair SETA SCAP committee meetings, conduct surveys to brainstorm ideas on ways within the SETA Area to promote the attendance to the Texas State Convention, and maintain such records.
- Visit groups or districts within the SETA Area to encourage participation and attendance at the Texas State Convention.
- Attend SETA Assembly, its functions, and participate on the Area Committee.
- Maintain and display Picture board and informational table at such functions.

- Submit reports (verbal/written) to the Area Assembly and its secretary, as well as to the Area's newsletter and website committees. Utilize the SETA website and e-mail/broadcast systems to keep all informed on the status of the State Convention.
  - The Concepts for Service (specifically X.) and the AA Traditions ought to guide selection of promotional activities, always considering current funds available and next year's funding possibilities. Some activities may be: drawings for free registration; on-site Area Photo Session; registration reimbursed when participate in hospitality suite (on-site); drawings for room night reimbursement; et al.
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- 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.*