

Area Chairperson

Area 35, Alcoholics Anonymous, Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Provide leadership.
- Demonstrate a thorough understanding of the Steps, Traditions, and Concepts.
- Chairpersons should be able to organize and lead.

Responsibilities:

- Read and become familiar with the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Actions Book, Robert's Rules, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, Area Assemblies, annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
 - Attend Regional Forums and/or Conferences where fully reimbursed.
 - Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
 - Submit expenses for reimbursement in a timely manner to insure the consistent and predictable disbursement of Area funds.
 - Appoint, with Area Fall Assembly approval, all of the incoming Area Action Committee Chairpersons, Archives, Northern Light Editor, Webmaster, and Group Records Secretary, at the odd year December Committee Meeting prior to rotation.
 - Establish the Financial Oversight Committee according to the guidelines and composition described in the Statement of Financial Responsibility.
 - File a Nonprofit renewal with the State of MN Business system annually (at the beginning of the new year-January).
- With the assistance of the Area Committee and Secretary, set the agenda for the Area Assemblies and Committee Meetings and make copies to distribute.
- Ensure that the agenda is published in the Northern Light and Area 35 Website calendar preceding the Area Assemblies and Committee Meetings.
- Discuss with the Delegate the number of breakout session rooms (if needed) for the Spring Assembly agenda item discussions.
- Preside at meetings of the Area Assembly and Area Committee Meetings in an orderly fashion.
- Prepare articles for the Northern Light newsletter reporting on service activities and information related to Area service.
 - Publish the Area calendar and submit it to the Northern Light Editor.
 - Update information and make copies of packets for distribution to the GSR's at the GSR Orientations at the assemblies.
 - Make copies of the Robert's Rules handout for distribution at the Area Assemblies
 - Make copies of the Third Legacy process handout for distribution at the election assembly.
 - Present and answer questions at the GSR Orientations at the assemblies on the assigned topics.
 - Identify and meet with the GSR Sharing Session chair prior to the Assembly GSR sharing session. Provide the chair with the sharings session format.
 - Meet with other Area Officers and Committee Chairs at the Spring and Fall Assemblies.
 - Present at the Zonal Forums (when requested) on the assigned topics.
 - In cooperation with the Area 36 Chairperson, set up an annual joint Area 35/36 workshop.
 - Respond to all written correspondence, email correspondence, and phone calls promptly.

- Referring to the zone assignments in the Area Actions Book, arrange for reasonably priced meeting sites for the Area Assembly and Area Committee Meetings, and schedule sites 2 years in advance.
- Sign agreements with providers of meeting space or other services on behalf of the Assembly.
 - The Area Chairperson is the only Officer authorized to do so. Certain exceptions may apply for special services such as accounting and data processing, in which case, the appropriate officer will file with the Area Chairperson any agreements entered into.
- Ask DCM's who host the Assembly to provide volunteers for the coffee, registration tables and greeters.
- Provide DCM with the agenda in advance and information on how the weekend will run (cash bank for coffee will be supplied and overseen by the treasurer).
- Request District minutes from DCM's to be informed about District service work and needs.
- Attend District meetings when asked, to provide information, assistance, and leadership.
- Call additional meetings of the Area, if necessary.
- Update the Trusted Servant Guidelines for the Area Chairperson by June of 2nd year.
- Distribute and collect all Trusted Servant Guidelines from area committee members. Guidelines are due by the June committee meeting of the 2nd year.
 - Review the updated guidelines and make any necessary changes.
 - In the 2nd year, send a copy of approved Area 35 Trusted Servant Guidelines to Area 35 Secretary to be added to the Actions Booklets, the Northern Light Editor to be published, and the Area 35 Webmaster to be added to the website. This should be completed before the July/August Edition of the Northern Light.
 - During second year, distribute, compile, and publish delegate candidate resumes.
 - All resumes for the position of Delegate must be submitted to the Area Chairperson by the June Area Committee of the 2nd year and then forwarded to the Northern Light editor to be published in the July/August edition of the Area 35 Northern Light. Chooses someone to proctor the odd year election Assembly.
 - Upon rotation, assist the incoming Chairperson with sharing of experience, minutes, any records, Statement of Financial Responsibility, and any information/guidelines or helpful suggestions for serving and as Area Officer.

Financial Responsibilities:

- Distribute budget forms to area committee members (at the Dec. committee meeting of the first year and Spring Assembly of the second year).
- Collect and review budgets, discussing any discrepancies with respective chairs.
- First year budgets are due at the Area 35 Winter Workshop, second year budgets are due by the June Committee Meeting.
- After the Area Treasurer has made all adjustments to the worksheet of the financial report, and has combined them into an overall budget, both the overall budget and the worksheet of the financial report shall be sent to all districts approximately 60 days prior to the Area Assembly that the budget will be voted on, and be included in the Area Newsletter.
 - Finalized, overall first year budgets are to be published in the Jan./Feb. edition of the Northern Light and hard copies should be distributed (by the treasurer or area chair) at the February Committee Meeting.
 - Finalized, overall second year budgets are to be published in the July/Aug. edition of the Northern Light and hard copies should be distributed by the Treasurer or Area Chair at the August Committee Meeting. ¹
- With the assistance of the Area Treasurer, present the budget for approval at the Spring Assembly of the 1st year and at the Fall Assembly preceding the 2nd year.
 - Along with the Area Treasurer, review the actual expenses incurred and has discussions of any

¹ Updated 11/2013 to reflect the new statement of financial responsibility adopted 10/03/2010.

excessive deviations with respective person.
