

## Colorado Area Chairperson Position Description

*The current Al-Anon Alateen Service Manual contains the primary role description relating to this position.*

*Specifics to the Colorado Area are included below. Also refer to the Colorado Area Guidelines.*

### **Assemblies and AWSC meetings:**

- Conduct all Assembly and Area World Service Committee meetings (including AWSC budget meeting) during their 3-year term of office.
- Coordinate with members for technical assistance for virtual AWSC meetings between Assemblies, and Fall AWSC Budget meeting, if needed.
- Communicate Al-Anon assembly needs to AA chairperson. Per WSO guidelines (G7), and local Colorado Area Tradition, Al-Anon participates with Colorado Area AA in holding its Assemblies at the same time and location, as room permits, as the Colorado Area AA, as its invited guest.
- Work with Delegate to coordinate WSC report (traditionally given in Summer)
- Collaborate with appropriate AWSC and/or Assembly members to set agenda
- Facilitate initial communication between AA Host Committee and Al-Anon Host Committee for Assembly meetings.
- Work with Al-Anon Assembly Host Committee, providing host guidelines, agenda copies, assist with facility inspection, and other support as needed. See that the Step, Tradition and Concepts banners (both English & Spanish) are with the host committee, voting chips, ledger for voting GR's. See the Traveling Quilts are at Assembly.
- During Assembly, assure proper meeting space is available for breakout meetings.
- Schedule Thought and Task Force reports as necessary.
- Traditionally hosts meeting with GR on Sunday morning of Assembly to share experience, strength and hope. Topic for next Assembly's workshop is also chosen during this meeting (if no topic is chosen, task is sent to AWSC for completion)
  
- Assure the following occurs during **Spring Assembly**:
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  - Alternate Delegate has time for prior year financial recap presentation
  
- Assure the following occurs during **Summer Assembly**:
  - Delegate has time to present report from WSC
  - Selection of a site for the Day In Al-Anon from bids by Districts.
  - Election of the State Convention Chairman for the following year,
  - Selection of the Fall AWSC Budget meeting location and date, hosted by a District
  - Perform Area Inventory in the third year of a panel
  
- Assure the following occurs during **Fall Assembly**:
  - Adoption of next year's budget

- Election or affirmation of next year's Weekend in Al-Anon Chairman.
- Election of next year's WIA Co-Chair
- Election or Affirmation of GR Connection Chairperson for 1-year term
- Election of GR Connection Co-Chair for 1-year term
- Every third year, conduct elections of Delegates, Officers, and Coordinator. Chair conducts elections in compliance with current Service Manual and Colorado Area Guidelines. Terms of Office begin January 1, following election Assembly.

**Other duties:**

- Maintains contact with Area Officers, Coordinators, thought and task force chairs and event chairs between Assemblies to keep informed on issues that may arise.
- Coordinate with the Secretary (when possible) to send out notices of all meetings and other communications to the Delegate, the Alternate, Area officers, and voting members.
- The Chair or Secretary may engage an alternate note taker for Board/Officer meetings as needed to allow Secretary full participation.
- Facilitate elections of Colorado Area coordinators, event chairs at appropriate times during the year
- Writes articles and proposed Assembly agenda for each publication of the Butterfly
- Maintain accurate financial records and submits to the Area Treasurer on the form provided, in a timely manner to comply with the IRS requirements.
- Give a report at the Assembly and the AWSC meetings as necessary.
- In consultation with Colorado Area Officers, writes charges for work group, thought force, and task forces as necessary as defined in the current Al-Anon/Alateen Service Manual
  - Any charges that may include changes to the [Safety and Behavioral Requirements and Procedures for Alateen Members and Al-Anon Members Involved in Alateen Service](#), adopted by AFG of Colorado must include the requirement that the changes be approved by WSO prior to Area adoption.
- Attend Colorado Area events (i.e. DIA, WIA, AA convention with Al-Anon/Alateen participation) as appropriate.
- If any officer, other than the Delegate, resigns before the end of his term, the Chair appoints another DR to fill the office temporarily. A successor should be called as soon as convenient, preferably at the next available Assembly.
- Participate in the Finance Committee meeting, headed by the Alternate Delegate.

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