

Name of Position – Chairperson (3 year term)

Pre-Requisite:

Must have been, or are currently, a District Representative.

Overview of Position:

One of the most important jobs of the Chairperson is to “keep the train running on time”, so to speak. The Chairperson should have leadership and organizational ability, serving rather than dictating. He/she should be fair and impartial. It is essential to be able to plan an agenda and conduct the meetings in an orderly manner. Communication and cooperation with others are key elements of good chairmanship.

You will be handed over the Chairperson's laptop purchased by Area 89 so that you can access emails, and the internet, to provide communication with Districts, Area and World Service Office.

Motion 15/20 Moved by Jean H./Shirley D. Carried

That Area 89 purchase a laptop and a Microsoft Office program for the Area 89 Chairperson at a cost not to exceed \$800.

Responsibilities at Committee Meetings:

Chair Committee Meetings twice a year – meetings are held in spring and fall, usually in March and September each year.

Compile the agenda for Saturday/Sunday committee meeting, including the Saturday night discussion portion. Email the agenda out to Area World Service Committee (AWSC) members about one month prior to the meeting, asking for input regarding errors or omissions.

Chair the Committee Meeting from Saturday afternoon until close on Sunday (usually around noon), including the Saturday night discussions and setting the agenda for the upcoming Seminar Weekend, using the agenda outline (distributed by the Area Secretary).

Responsibilities at Weekend Seminars (Assembly):

Chair Weekend Seminars, including the Assembly Business Meetings, twice per year, held in spring and fall, usually in June and November each year

Compile the Friday night discussion of Pertinent Topics List

Compile the agenda for the Saturday Assembly Business Meeting. Email the agenda and Pertinent Topics list to all AWSC members about one month prior to the meeting, asking for input regarding errors or omissions.

Incoming personal sharing (15 min) Spring Assembly – year 1

Outgoing service sharing (15 min) Fall Assembly – year 3

Participate in Ask-it-Basket

On-going Duties and Responsibilities:

When this term starts it is helpful to familiarize yourself with;

- Pertinent Motions – Be familiar with the motions that have been made especially motions that require action at upcoming business meetings (either Committee or Assembly) or have a date to review on the motion
- Service Manual – can be downloaded from Al-Anon website
- Guidelines from World Service Office – can be downloaded from Al-Anon website
- Roberts Rules of Order or Parliamentary Procedure at a Glance
- Area World Service Committee members contact list – updated by the Area Secretary each January as there are changes each year
- Obtain previous Agendas for Spring and Fall Committee Meetings and Weekend Seminars from previous Chairperson to use as a guideline

PREPARING AN AGENDA

Committee Meeting:

Compile the Agenda for the Saturday/Sunday Committee Meeting, including the Saturday night discussion portion. Email the Agenda to AWSC members about one month prior to the meeting, asking for input regarding errors or omissions.

Items that are included on the discussion topics are built from previous Assemblies or items coming up for discussion/vote at the next Assembly Business Meeting, including any Notice of Motions. Make notes on items that people would like discussing at Committee (members will come to you during Seminar Weekends). Look through the previous Seminar Weekend Evaluation summaries; sometimes there can be items in those that need discussion.

The finalized copy of the agenda should be emailed out a week or two prior to Committee Meeting. Remind AWSC members to print their copies to bring to the meeting.

Assembly Business Meeting:

Compile the Friday Night discussion of Pertinent Topics List and the Agenda for the Saturday Assembly Business Meeting. Email the Agenda and Pertinent Topics list out to AWSC members about one month prior to the Seminar Weekend, asking for input regarding errors or omissions.

The finalized copy of the Agenda and Pertinent Topics should be emailed out at least 2 weeks prior to the Seminar Weekend as the Hosting Committee will need to photocopy them to place in the folders of those members attending the Seminar.

Seminar Weekend Agenda (See Guideline for Setting Weekend Seminar Agenda document)

Area Fundraiser:

This should be discussed and planned at the March Committee Meeting prior to the November Seminar Weekend at which it is to take place, to allow enough time for preparation.

Invitation to Literature Depots:

Motion 05/08 – That AWSC invite PA LDC to Spring Assemblies and Saskatoon Literature Depot to Fall assemblies and that registration fees are waived for volunteers willing to man their display booth. **Carried**

Invitation to Trustee of World Service Office Member:

Motion 22/19: Jean H./Debby K. **Carried**

That Area 89 send World Service Office a letter of invitation for Gail G., Regional Trustee, Canada West to do a presentation and personal sharing at Area 89 Spring Assembly to be held in Moose Jaw June 5-7. In the event Gail G. cannot attend, we would be willing to invite a Trustee at Large. Cost not to exceed \$1000 as per motion 32/07.

Motion 04/13 – Gwen U./Rose B. Carried 1 Opposed

That the budget for the Canada West Regional Trustee expensed to attend Assembly be increased from \$500.00 to \$800.00.

Motion 06/07 – Mary V./Wanda S. to supersede Motion 27/06, that Saskatchewan Area 89 Al-Anon bring to participate in an Assembly once yearly either a Trustee or World Service Office Staff Member, not to exceed a cost of \$500.00. Carried

It is best to discuss this at March Committee Meeting for November Seminar of September Committee for June Seminar the following year. This will allow time for inviting, travel arrangements etc. for the WSO member to attend and to add to the agenda.

Prior to Business Meetings:

Ask members with voice prior to meeting if they can read Traditions, Concepts and Warranties.

Annual Budget Amount - \$100.00

How the budget is used (submit receipts to Treasurer quarterly)

Any expenses incurred while fulfilling the duties of this position – mainly photocopying, printer cartridges, paper and miscellaneous office expenses. Expenses to attend Committee and Assembly Meetings are not included in this amount.

By the end of your term, clean and organize any boxes being passed on to the new person.

Update your Job Guideline and submit to the Area Secretary.

Updated October 2022