

BC/Yukon Area Chairperson

Job Description

As a Member of the Area Officers

The BC/Yukon Area officers include the Delegate, Alternate Delegate, Area Chair, Secretary and Treasurer. Each officer is elected by the Group Representatives who vote on behalf of the groups in the Area. Area Officers work together to handle the day to day requirements of supporting the membership.

As a Member of Area World Service Committee

The Area World Service Committee is comprised of Area Officers, Area Coordinators, Al-Anon Information Service/Literature Depot liaisons and District Representatives. The purpose of this committee is to plan for the general improvement of both the Assembly and the groups. The AWSC members meet between Assemblies to initiate projects, make recommendations to Assembly and plan the agenda for Assembly.

Area Officer General Responsibilities

Area Officers work together to facilitate communication within the Area and between the Area and WSO. Officers also handle the practical functions of the Area such as banking, recording and arranging AWSCM and Assembly. Each officer is responsible for supporting the Area service members to effectively carry out their duties to support the unity and growth of Al-Anon in BC/Yukon Area. Officers may also work together with members to initiate activities to improve services to members.

When elections are scheduled, interested applicants must submit a service resume to the BC/Yukon Area Chair. The resume will be posted in the BC/Yukon Area Bulletin prior to Assembly. Resumes are reviewed by the members and Officers are elected by Group Representatives at Assembly for a 3 year term. The applicant may be asked to address the GR's at Assembly before the vote is taken.

General Qualifications

- An active member of Al-Anon who attends meetings on a regular basis and not also a member of Alcoholics Anonymous (Pg 163 *Al-Anon/Alateen Service Manual*)
- Must be an outgoing or past District Representative and have completed a three year term.
- Able to attend, in person, AWSCM in May, Assembly in September and Officer/Coordinator meeting in January or February. (Up to one extra officer/coordinator meeting may be scheduled if required)
- Able to communicate effectively in English both verbally and in written form
- Familiar with Traditions and Concepts
- Familiar with Area and World Service structure
- Familiar with active Motions adopted by the Area Assembly
- Willing to work cooperatively with members of the Area World Service Committee
- Internet and computer skills including MS Word and Excel
- Proficient use of e-mail is necessary
- Able to lead by example (see leadership essay on page 199, *Al-Anon/Alateen Service Manual*)
- Able to effectively use the *Al-Anon/Alateen Service Manual* for reference

Purpose of the BC/Yukon Area Chairperson

The BC/Yukon Chairperson is elected by the Area Assembly to communicate and cooperate with officers, coordinators and liaison members to plan the agendas and conduct the meetings of Area World Service Committee (Officers, Coordinators & Liaisons) and Assembly.

Specific Experience/Skills required:

Service Manual, pg 145: "Chairman should have leadership and organizational ability, serving rather than dictating. It is essential to be able to plan agendas and conduct meetings in an orderly manner. Communication and cooperation with others are key elements of good chairmanship."

- Good communication and organization skills
- Thoroughly familiar with the AI-Anon/Alateen Service Manual
- Good leadership abilities
- Ability to respond thoughtfully and diplomatically to sensitive issues

Primary duties:

Plan

- In consultation with area officers and coordinators, plan agenda for Area World Service Committee Meeting (AWSCM) in May and Assembly in September
- Provide time on the agenda for the Delegate to report World Service Conference information
- Provide time for the Treasurer's report
- Call meetings of officers, coordinators and liaison members prior to AWSCM and Assembly, and up to 2 additional meetings per year. (Usually one in January, and may be one in July if necessary)
- Work with host committee chairperson to ensure venue for AWSCM and Assembly is secured and resources are in place. Also support host committee to fulfill host duties.

Organize

- Invite and encourage bids from districts to host AWSCM and Assembly each year.
- Assign roles to officers, coordinators and liaison members to participate in agenda discussions and information sharing.
- Arrange responses to Ask-it-Basket questions from AWSCM and Assembly and submit to Bulletin Newsletter.
- Event details with the Host Districts/Committees
- Report on background information for motions/recommendations and ensure distribution to the membership through the Bulletin. Full background information to go on the BC Yukon AI-Anon Website.

Evaluate

- Review evaluations from members after AWSCM and Assembly, share pertinent comments with membership and respond as appropriate.

Monitor

- Issues and concerns to ensure appropriate topics are included in agendas and that background information is available to members prior to AWSCM & Assembly
- That all members are participating at AWSCM & Assembly with respect and an assumption of goodwill.

Manage

- Arrange for nominations and election of officers as per the Schedule of Elections.
- Invite applications for coordinator positions and, along with officers, appoint qualified candidates.
- In consultation with the appropriate district, assign the role of the AI-Anon Liaison when AI-Anon is invited to participate in an AA Area Convention.

Maintain

- Maintain regular contact with officers, coordinators and liaison members at regular intervals to discuss Area matters.

Communication:

With WSO

- Mostly through Delegate

With Area

- Creates an agenda that includes hybrid capacity for participation of members attending electronically in consultation with Hybrid Event coordinator
- Works in cooperation with officers, coordinators and liaisons by email, phone and officer/coordinator/liaison meetings
- Works closely with other Area Officers in vetting resumes for officer and coordinator position openings
- Works closely with Area Officers & Coordinators to support day to day conversations & decisions
- May develop workshops and presentations for use at AWSCM and/or Assembly
- Organizes responding to Ask it Basket questions from members at AWSCM and Assembly
- Receives and responds to Evaluation forms at both AWSCM and Assembly
- Prepares an interim annual report for the April Bulletin and a full annual report for the August Bulletin

With Districts

- Typically as it relates to the AWSCM agenda items and Assembly information to be distributed to groups by email and/or in the BC/Yukon Area Bulletin for Knowledge Based Decision Making.
- If contacted by a DR, responds as appropriate and keeps Alternate Delegate and Area Chair informed
- Works closely with host groups for both AWSCM and Assembly

With Groups

- Communicates information via BC/Yukon Area Bulletin
- If contacted by a GR, responds as appropriate and keeps Alternate Delegate and Area Chair informed.
- Communicates through monthly write-ups for BC/Yukon Area Bulletin, re service events & issues, encourages service involvement and shares current service news

Time commitment:

- Two, 3 day weekends to chair AWSCM (May) and Assembly in September
- 1 or 2 days for additional Officers/Coordinator/Liaison Meetings in January, (usual), and , if needed, in July (rare)
- Creates agendas and organizing AWSCM and Assembly 20 – 30 hours preparation for each event
- Write-up to Area Bulletin – 2 hours per month
- Phone and email communication with Area Officers/Coordinators and District Representatives as needed.

Can require 15 or more hours some weeks of the year and some weeks only 1 to 2 hours per week.

Length of term: Three years