

## **Area Chairperson**

The Chairperson is elected for a three-year term. The Chairperson shall be an elected officer and is a past district representative; is an active member of Al-Anon, having no other affiliation.

### **Duties of the Chairperson:**

1. The Chairperson secures a meeting place to conduct all SIAWSC and Area Assembly meetings.
2. The Chairperson calls and conducts all Area World Service Committee and Area Assembly meetings.
3. The Chairperson shall cause to distribute notices of all meetings to past delegates, current Area officers, coordinators and voting members of the Assembly (Group Representatives).
4. The Chairperson shall bring a current copy of the Service Manual, copy of SIAFG Inc. By-laws, and the 12 Steps, 12 Traditions, and 12 Concepts of Service to all meetings.
5. If any officer other than the Delegate resigns before the end of their term, the Chairperson appoints a D.R. or at-large Al-Anon member if D.R. is not available to fill the office temporarily. As soon as convenient, an Assembly will be called to elect a successor for the unexpired term. If the Chairperson resigns, the Area World Service Committee names an Interim Chairperson, or the Delegate may serve as Chairperson until an election can be held.
6. Before the end of the Delegate's three-year term of office, and allowing for ample time for a new Delegate to take office by the first of January, the Chairperson calls an Assembly for the election of a Delegate and the Area Officers.
7. The Chairperson appoints all Area Coordinators.
8. The Chairperson shall attend the AFG, Inc. World Service Conference if the delegate and alternate delegate are not able to attend.
9. The Chairperson shall sign the contract for the hosting entity of the IL State Convention when SIAFG Inc is hosting every other year (NIAFG hosts odd years, SIAFG hosts even years).
10. The Chairperson shall be a member of the Convention Resource Committee and shall attend each convention wrap up meeting.

### **Necessary Skills:**

The Chairperson must have good leadership and organizational abilities, serving rather than dictating. It is essential to be able to plan an agenda, and conduct meetings in an orderly manner. The chairperson must have internet access, an email account, and proficiency in Word Document a plus. Communication and cooperation with others are key elements of good chairmanship.