

BOARD CHAIRPERSON

Position Description

- 1) Has a thorough knowledge of, and experience using, Al-Anon Traditions, Concepts of Service and the *Al-Anon/Alateen Service Manual*.
- 2) Has knowledge of, and experience using, Area's AWSC and Assembly Policy and Procedure Manuals and Knowledge-Based Decision-Making (KBDM). Gains a good working knowledge of the Board of Trustees (BOT) Handbook.
- 3) Serves as the Chief Executive Officer on the BOT of Al-Anon Family Groups of Georgia, Inc. (AFGG).
- 4) Serves as an ex officio member of all BOT committees.
- 5) Serves as a member of the Alateen Safety Committee.
- 6) Board Meetings
 - a) Schedules BOT meetings and notifies Board members.
 - b) Schedules the annual meeting of the BOT immediately following September Assembly.
 - c) Distributes agenda and all related documents electronically to Board members no later than four (4) days prior to the meeting. Notice of special meetings shall be made at least two (2) days prior to the meeting date (Article IX, bylaws).
 - d) If unable to attend a BOT meeting, the Vice-Chair assumes the responsibility of the Board Chair, following the responsibilities outlined in the Board Chair position description.
- 7) Area Meetings
 - a) Attends Assemblies in January, May and September, and AWSC meetings in November, April and August.
 - b) Has voice and vote at AWSC meetings. Has voice only at Assemblies.
 - c) Presents an oral and written report at each Area meeting.
 - d) If unable to attend an Area meeting, the Vice-Chair assumes the responsibility of Chair, following the responsibilities outlined in the Board Chair position description.
- 8) Alateen
 - a) Notifies the Board Secretary of pending litigation regarding any Alateen involved in an incident or who becomes ill while under the supervision of an AMIAS.
 - b) Notifies the Board Secretary when litigation is settled.
 - c) Maintains original legal documents in the Board safe in the GACS office.
- 9) Attends the Al-Anon/Alateen Convention whenever possible.
- 10) Assists with negotiations and signs all contracts including, but not limited to, contracts for facilities used for AWSC and Assembly meetings, Area conventions, Alateen conferences and the GACS office. Original contracts to be kept in the Board safe in the GACS office.
- 11) Is responsible for signing the insurance contract if changes need to be made.
- 12) May appoint thought/task forces, work groups and committees for Board purposes and for a limited time until their charge is complete.
- 13) Submits approved BOT thought and task force reports to the Website Coordinator for posting.
- 14) Appoints a Nominating Committee.
- 15) Posts records to BOT Google Drive.
- 16) Is responsible for one of two keys to the Board safe in the GACS office.
- 17) Is accessible to Al-Anon members via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 18) Participates in conference calls and online meetings that may be necessary throughout the year.
- 19) Has an approved budget for necessary expenses associated with fulfilling duties and attending Board meetings that are reimbursed by the Board Treasurer when an expense form and receipts are submitted. Advises the Board Treasurer if the budget needs to be adjusted during the annual review.
- 20) Reviews and makes necessary changes to this position description annually by August 1.
- 21) Submits articles for publication in the Area newsletter as necessary, particularly the first newsletter published at the beginning of each year after the annual meeting.
- 22) Is willing to be a service sponsor for the next Board Chair.
- 23) Serves until a successor has been elected and qualified unless resigns or is removed from the BOT.

Eligibility/Previous Service

- 1) Be an active member of Al-Anon Family groups, at least 23 years of age and with at least five (5) years of continuous membership, the last two (2) of which must be in Georgia.
- 2) Be eligible to become an Al-Anon Member Involved in Alateen Service (AMIAS).
- 3) Is not a member of Alcoholics Anonymous (A.A.).
- 4) Be able to speak and write proficiently in the English language.
- 5) Have service experience beyond the group level.
- 6) May not serve more than two (2) complete terms consecutively.
- 7) Be an elected member of the BOT.

Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills.
- 4) Some business knowledge is helpful.
- 5) Strong computer and internet skills, including use of e-mail, conference calling, and Word and PDF documents.

Equipment

Computer, printer and internet access.

Workload Affected by Deadlines

TBD. Allot sufficient time to collect and distribute documents to members well in advance of meetings, negotiate and execute contracts, prepare reports for AWSC and Assembly, and write articles for the Area newsletter.