

# CHAIRPERSON'S JOB DESCRIPTION

Introduction: The elected officers of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The officers act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the prudent management of the Area. The officers accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are ineligible to hold any office beyond the group level.

- 1. ELIGIBILITY / QUALIFICATIONS** – Has served as a District Representative. Has thorough knowledge of and experience using Twelve Traditions, Twelve Concepts and current *Service Manual*. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written documents and meet deadlines. Does not concurrently hold any other position in Al-Anon service.
- 2. OFFICIAL DUTIES / RESPONSIBILITIES** – Consults with newly elected officers to appoint Area Coordinators, who will be members of Area Board. Calls, produces agenda for and conducts regular, special and Election Assembly, Committee, Board and Officer meetings. Makes temporary appointments for officers (other than Delegate) if vacancy occurs. Should have strong working relationship with and support other officers and DRs, and collaborate with them to resolve conflicts within the Area. Works toward team building and encourages initiative and productivity of Board members. Works with Area Alateen Sponsor Coordinator on matters related to SCAC (Southern California Alateen Conference). Reviews monthly SCWS financial statements. Selects qualified auditors to ensure that annual audit will take place, and reviews final audit. Able to understand, question and learn facts and figures from financial and other reports. Ensures that Area has proper insurance in force. Reviews and authorizes material prior to posting on SCWS website. Works with Immediate Past Delegate to appoint Area Thought Forces or Task Forces (ThF or TF). Attends annual Area Sharing of Service (SOS) workshop, and supports Area activities and events. Oversees Area storage unit. For other activities and details, see p. 158-159, 163-164 of 2014-2017 *Service Manual*, and Articles IV, V, VIII, IX, XI of SCWS Bylaws.
- 3. BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Effective electronic, written and oral communication skills, strong organizational skills, time and meeting management skills (responds to communications in a timely manner, keeps meetings running smoothly and on time). Proficient in using spreadsheet, and word processing software, accessing and navigating Web sites, downloading web documents, and using email with attachments. Strong sense of responsibility, able to prioritize, meet deadlines while managing high priority tasks and work independently or as a team member. Able to allot the appropriate time to the position and all that it entails. Has thorough working knowledge of KBDM (Knowledge-Based Decision Making). Able to separate personal opinion from fact. Able to support WSC (World Service Conference) and Area decisions and their implementation objectively without reflecting personal opinion. Having served on the Area Board, while not required, provides useful perspective on current Area policies and procedures.
- 4. ADDITIONAL SKILLS NEEDED** – Has critical and creative thinking, objectivity, flexibility, listening and analysis skills.
- 5. EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer, printer, Internet connection. Participates in conference calls and online meetings.
- 6. REALISTIC TIME COMMITMENT OF THIS POSITION** – Minimum of 15-20 hours per week on preparation and follow up, responding to large volume of emails and phone calls, travel to conflict resolution and other meetings and to make presentations at District, Intergroup and Area meetings.
- 7. PREPARATION** – Writes Agenda for Area Meetings. Reserves rooms annually and designs layout for all meetings and Area events, coordinating with facility contact.
- 8. TRAVEL** – Must be able to attend meetings in all parts of Area. Attends annual Southwest Regional Delegates' Meeting (SWRDM) and one service event outside SCWS Area during 3-year term. Makes own travel arrangements, within budget guidelines.
- 9. OTHER** – Chairperson's duties are assumed by Immediate Past Delegate in Chairperson's absence (Bylaws). Chairperson must be willing to support the group conscience of the Area, *Service Manual*, WSC or Board of Trustees' decisions even if not in personal agreement, and does so with the help of the Traditions and/or Concepts of Service.