



NORTH CAROLINA / BERMUDA AL-ANON / ALATEEN AREA WORLD SERVICE COMMITTEE

Area Chairperson

The North Carolina / Bermuda Al-Anon / Alateen Area Bylaws, Article VII, Officers, Section 6, define the role of the Chairperson as:

“The Chairperson shall be the principal executive officer of the corporation and, subject to the control of the Board of Group Representatives, shall in general supervise and control all of the business and affairs of the corporation. The Chairperson shall, when present, preside at all meetings of the members and Board of Group Representatives. The Chairperson shall sign, with the Area Secretary or any other proper officer of the corporation thereunto authorized by the Board of Group Representatives, any contracts, or other instruments which the Board of Group Representatives has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Group Representatives or by these Bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general he or she shall perform all duties incident to the office of Chairperson and described in the Al-Anon / Alateen Service Manual and such other duties as may be prescribed by the Board of Group Representatives from time to time. The Chairperson may attend the World Service Conference if the Delegate and the Alternate Delegate are not available to attend.”

Area World Service Committee (AWSC)

- The Area Chairperson does not have voice on the AWSC. The Area Chairperson has vote only in the case of a tie.
- The Area Chairperson appoints the Area Coordinators. The Chairperson may appoint the Newsletter Editor, Area Archivist and/or Website Coordinator to a subsequent term(s) if they are willing to serve.
- The Area Chairperson appoints a District Representative to temporarily fill the office of any officer other than the Delegate that resigns before the end of his term. At the next scheduled Assembly an election is held to elect a successor for the un-expired term. If the Chairman resigns, the AWSC names a “Chairman pro tem” until an election is held.
- The Area Chairperson conducts the AWSC meetings. At the beginning of the panel, the Area Chairperson takes a vote of the AWSC members to define substantial unanimity.
- The Area Chairperson coordinates communication of the AWSC via e-mail as necessary between meetings.
- The Area Chairperson has access to an e-mail account for AWSC communications or arranges to have an “e buddy” who will receive e-mails on his or her behalf.
- The Area Chairperson regularly checks the area G-mail account or arranges to have these e-mails forwarded to a personal account.
- The Area Chairperson assigns Area business to the service arms—Group Services, Fellowship Communication, and Public Outreach. Each service arm designates a chairperson and a recorder. The Area Chair communicates to the three service arm chairpersons the assigned business to ensure there is no overlap or double-headed management.
- The Area Chairperson assigns each District Representative (DR) to a service arm at the beginning of the panel and takes a consensus of the DRs as to whether to rotate each year so that each DR may participate on all service arms.
- The Area Chairperson is assigned to the Group Services Service Arm.
- The Area Chairperson is a member of the Convention Committee.

- The Area Chairperson arranges hotel and meeting room accommodations for the AWSC quarterly meetings.
- The Area Chairperson prepares agendas for AWSC meetings and forwards to Area Secretary four weeks prior to meetings.
- The Area Chairperson's expenses for AWSC and convention activities related to transportation, meal and hotel are reimbursed through the Area Treasury.
- The Area Chairperson prepares (in October or according to the Area Treasurer's schedule) a list of anticipated expenses for the upcoming budget year.
- The Area Chairperson ensures that the Area World Service Committee takes an inventory during the second year of the panel.
- The Area Chairperson makes the final decision on whether to certify an AI-Anon Member Involved in Alateen Service applicant in the event of denial by both the District Representative and Area Alateen Coordinator.
- The Area Chairperson sends notices to AWSC members of death of current AWSC members and/or their immediate family members along with funeral details if available.

Area Assembly

- The Area Chairperson conducts the Area Assemblies. The Area Chairperson calls the Assembly to order and makes the following announcements:
 - "The Assembly is a closed business meeting and therefore first and last names are used."
 - "All members show courtesy to those giving reports by limiting their movements and conversation."
 - "The Area Archivist may take pictures during the Assembly. If any member prefers not to have his / her picture taken, please identify yourself to the Archivist."
 - "Literature is not sold during the business meeting. It is sold before and after the assembly and during lunch."
 - "Please remember that the Assembly body and the AWSC have recommended that there be no selling by anyone of any items other than Conference-Approved Literature."
 - "The NC/Bermuda AI-Anon/Alateen Assembly Voting Procedures are followed." The Chairperson then briefly reviews the voting procedures including calling the question, making motions, etc.
- The Area Chairperson's expenses for the Assembly related to transportation, meal and hotel are reimbursed through the Area Treasury.
- The Area Chairperson prepares the agenda, which includes background information for Service Arm meetings at the Area Assemblies, and forwards to the Area Secretary six weeks prior to meetings.
- The Area Chairperson may prepare a letter or memo to the Group Representatives that includes the menu for lunch so members can make accommodations based on their dietary preferences / restrictions.