



# NORTH CAROLINA / BERMUDA AFG, INC. AREA WORLD SERVICE COMMITTEE

## Area Chairperson

The North Carolina / Bermuda AFG, Inc. Bylaws, Article VII ~ Duties of Officers, Section 1, define the role of the Chairperson as:

**“THE PRESIDENT (AREA CHAIRPERSON).** The President shall preside at all meetings of the Board of Trustees, and shall perform all the necessary duties, and exercise all the customary powers incident to the office of President, including appointment of committee Chairpersons. The President shall have general supervision of all of the affairs of North Carolina / Bermuda AFG Inc., and shall be an ex officio member of all committees. By virtue of the position, the President shall be vested with full voting rights on the Board of Trustees.”

### **Area World Service Committee (AWSC)**

- The Area Chairperson does not have voice on the AWSC or offer opinion. The Area Chairperson has vote only in the case of a tie.
- The Area Chairperson appoints the Area Coordinators.
- 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 may request an AWSC member, as needed, to help keep track of the order of requests for sharing during discussions.
- The Area Chairperson conducts the annual meeting of the Board of Trustees (Officers) immediately following the first AWSC meeting of each year.
- The Area Chairperson coordinates communication of the AWSC via email as necessary between meetings and may delegate the Area Secretary to distribute information as is logical and necessary.
- The Area Chairperson has access to an email account for AWSC communications.
- The Area Chairperson regularly checks the area chairperson generic email account or arranges to have these emails forwarded to a personal account.
- The Area Chairperson assigns Area business to thought forces, task forces and work groups.
- The Area Chairperson arranges hotel and meeting room accommodations for the AWSC meetings.
- The Area Chairperson prepares agendas for AWSC meetings and distributes it with other relevant materials to AWSC members four (4) weeks prior to meetings or to the Area Secretary for distribution.
- The Area Chairperson’s expenses for AWSC activities related to transportation, meal, hotel and required supplies are reimbursed through the Area Treasury.
- The Area Chairperson prepares (in July or according to the Area Treasurer’s schedule) a list of anticipated expenses for the upcoming budget year.
- The Area Chairperson asks the Area World Service Committee to conduct a group 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.
- The Area Chairperson directs the Area Secretary when discussions should be considered “off the record.”
- The Area Chairperson works with the Area Alateen Coordinator to identify and appoint members to conduct the training for certification and recertification of applicants for AMIAS status.
- The Area Chairperson assigns use of the Area-owned laptop computer.

### **Area Assembly**

- The Area Chairperson conducts the Area Assemblies. The Area Chairperson calls the Assembly to order and makes the following announcements:
  1. “The Assembly is a closed business meeting and therefore first and last names are used.”
  2. “All members show courtesy to those giving reports by limiting their movements and conversation.”
  3. “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.”
  4. “Literature is not sold during the business meeting. It is sold before and after the Assembly and during lunch.”
  5. “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 and the ability for Alateens to be able to fundraise with a table at the event.”
  6. “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 conducts the regular meeting of the Board of Trustees (Officers) immediately following the Spring and Fall Assemblies in May and November, respectively.
- The Area Chairperson’s expenses for the Assembly related to transportation, meal, hotel and required supplies are reimbursed through the Area Treasury.
- The Area Chairperson prepares agendas for the Assemblies and distributes it with other relevant materials to AWSC members six (6) weeks prior to Assembly or to the Area Secretary for distribution six (6) weeks prior to Assembly.
- The Area Chairperson directs the Area Secretary when discussions should be considered “off the record.”

### **Convention**

- The Area Chairperson serves on the Convention Committee and chairs the Convention Site Selection Committee, working closely with the Convention Chair and Convention Committee in seeking the optimal location. See Convention Guidelines for further details on Site Selection duties.
- The Area Chairperson’s expenses for the Convention planning meetings and the Convention related to transportation, meal, hotel and required supplies are reimbursed through the Area Treasury.