POSITION STATEMENTS FROM AREA COMMITTEE MEMBERS HELD FOR A PERIOD OF THREE YEARS

AREA CHAIRPERSON

Objective – to provide leadership for the SA Area Committee so that the best service possible is provided to members in SA Area

Arrange and Chair the 6 weekly SA Area Committee Meetings – assist the SA Area Committee members to serve the members by ensuring Committee work is in accordance with Al-Anon's Traditions and Concepts of Service.

Set the SA Area Committee meeting dates and dates for important events for the coming year. Advertise these dates in the monthly Newsletter.

Take a leadership role in discussions on any proposals and plans put to the SA Area Committee by members, Committee members or from agenda items from the Australian Service Conference.

Provide oversight and guidance to SA Area Committee portfolio coordinators to assist them to comply with any legislation both State and Federal, that will affect Al-Anon and with any motions passed by the SA Area Committee (both present and past) e.g. make sure the Annual audit of the Financial Statements is done and reported to members, make sure minutes of SA Area Committee meetings are distributed to AGSO and other Areas.

Provide information to new SA Area Committee members on what is expected at SA Area meetings.

Put together the annual list of issues and decisions taken by the Sa Area Committee and distribute to Committee members for their blue folders.

Arrange for the smooth transition to the incoming Sa Area Committee at the end of the three year term by placing notices in the Newsletter about the elections, checking that the Position Statements are current and working with District representatives to make sure members know about and understand the election process.

Arrange and Chair the annual members' Assembly to hear the Delegate's report from Conference and the members' Assembly for electing members for service positions at District and Area level. Assemblies may be called as required to discuss important areas of business affecting the fellowship as a whole.

Prepare an annual report for the Delegate to take to the annual Australian Service Conference in Melbourne.

Organise all files generated each year and store as PI 20xx on a USB. At the start of each year transfer a copy of the previous years' files to the Office Computer for storage.
April, 2013