

Area Chairperson

GENERAL DESCRIPTION: (to include term of service)

The Chairperson is elected by the Group Representatives (GRs) at the Fall Assembly to serve a 3-year term. The Area Chair plans and conducts the area meetings and assemblies.

SKILLS NEEDED FOR POSITION (or ability and willingness to learn):

- Knowledge of and capability to use the AI-Anon Service Manual.
- Computer capable to:
 - Prepare documents in Word, Excel, and/or PowerPoint or other Office Suite Software
 - Create pdf documents for distribution to members and posting to Groups IO, and Area Communication Hub on the website.
 - Manage and maintain the HASWSC Groups IO Member list.
- Ability to research and use internet capability.
 - Zoom
 - Free Conference Call
 - Other electronic meeting forums, as appropriate.

Travel / Time Commitment

- Attend all Area Committee meetings, which are held twice yearly, traditionally for eight hours on a Saturday, as well as the Area Committee Orientation, which is held for one or two days at the beginning of the first year of the panel.
- Attend all Area Assemblies, which are held twice per year for two days each. The Spring Assembly is traditionally held on Oahu, and the Fall Assembly is traditionally held on a Neighbor Island.
- Conduct periodic Area Committee conference or Zoom calls to handle Area affairs between Assemblies.

REFERENCES (List Service Manual with specific page(s); specific WSO guideline(s) where applicable and Local Policy and/or Guidelines with specific references that apply to the position):

- 2022 - 2025 Service Manual (Pages 145, 151-154, 155-159) (available at www.al-anon.alateen.org).
- Hawaii Policies and Procedures (available in the Area Chair Binder and on the

Area website: www.hawaiian-anon.org

- Section IA (Chairperson).
- Sections II, III, IV.
 - Annual HAWSC budget.
- SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)
 - Communicate with members of the panel in between area meetings and assemblies.
 - Monthly calls/emails to all HAWSC members (including past delegates)
 - Contact Officers/Coordinators two (2) weeks prior to area meeting to discuss agenda.
- PROCESS USED: (if not already addressed in the specific guidelines above)
 - Email for routine contact and reminders.
 - Use Free Teleconference and Zoom for group calls.
 - Using Zoom.com to share screen (documents) particularly helpful when working agenda.
- HELPFUL HINTS: (things you learned along the way that might be helpful)
 - Appoint a committee to handle transportation from and to the airport for area and assembly meetings; (I believe this is done by the alt delegate and host committee.)
 - Appoint someone to help select and arrange for area meeting place in conjunction with the Alternate Delegate; (Again I believe the alt delegate does this without the Area Chair.)
 - Have secretary post deadlines to the Group IO and the Area Communication Hub on the website and send out meeting reminders.
 - Encourage Area Committee members to create and deliver Assembly workshops.