

**Area 1 Alabama/NW Florida
Area Chair
Responsibilities/Duties**

1. Actively participate in the process of the General Service Conference, by being familiar with the Agenda Items, Advisory Actions, Additional Committee Considerations, and all related background material for the Conference Committee. Offer information, experience, and input to our Delegate to help prepare him/her for the General Service Conference.
2. Attend, serve, and participate as a voting member of the Area 1 Assembly.
3. Attend Area 1 Finance Committee as a non-voting/non-voice member.
4. Prepare and present an annual budget for expenditures to be approved by the Area Assembly no later than the 1st Quarter Assembly of that budget year. Maintain records of all expenditures.
5. Liaison/Negotiator with the Host Hotel:
 - a. Communicate throughout the quarter to ensure dates, facilities, etc., do not change. If changes occur, ensure adequate notice and alternatives are available.
 - b. Negotiate with Host Hotel for compensation in the event of contract changes.
 - c. Receive requests from hotel staff to correct/curtail any problems that may evolve with the membership.
 - d. Review and sign Hotel charges at the close of Sunday's business and submit to Treasurer for payment.
 - e. In January of the second year in office, contract possible Host Hotels and arrange to accept bids for the 2-year contract based upon the assembly needs.
 - i. Working with Alternate Delegate, Treasurer and other trusted servants, make preliminary assessment of all bids received.
 - ii. Present acceptable bids to the assembly for acceptance at the 2nd term years July assembly.
6. Make room reservations for Past Delegates and Saturday Night speaker.
7. Receive requests from Area Committee chairs regarding committee meeting needs (i.e. extra tables, A/V equipments, etc).
8. Arrive no later than 3 PM on Friday:
 - a. Upon arrival, let hotel staff know you are on-site.
 - b. Work with hotel staff to ensure all necessary tables, table covers, and lights are available. Assist with proper set up assembly hall and committee rooms.
 - c. Hang banners behind Head Table and at each end of Head Table.
 - d. Set up display on Head Table in main hall (books, ask-it-baskets, etc).
 - e. Place all appropriate readings on podium (ie. preamble, How-It-Works, Traditions, and Promises. *Include for open and closed meetings*)
9. Chair the Agenda Committee at 7:00 pm Friday night:
 - a. Prepare preliminary Agenda, including workshop topics, possible speakers, and host committee chairs/DCM's. Topics should be relevant to current business of the assembly and/or ongoing business of the General Service Conference.
 - b. Ensure that Saturday Night speakers are properly hosted (current and upcoming).

- c. Provide next Assembly speaker contact information to Host so they may contact speaker within a week following the current Assembly.
- d. Provide Host with a copy of guidelines for hosting a speaker.
- e. Contact Host three weeks prior to next Assembly to get any special requests the speaker may need.

10. Additional Responsibilities throughout weekend:

- a. Open all General Assembly sessions with announcements. (Make special note of any room changes).
- b. Read general announcements 15 minutes prior to Saturday Night open speaker meeting:
 - i. Read all Area One event flyers prior to Saturday Night Open Speaker meeting (folder should be on main table for the local event flyers).
 - ii. Read the 7th Tradition prior to passing the baskets at the Saturday Night Open Speaker meeting.
- c. Attend committee meetings to keep abreast of upcoming business (especially DCM meeting).
- d. Remain available throughout the weekend keeping in mind that the Area Chair works for every member of every group in AA and is responsible to the same.

11. Chair Sunday morning business meeting.

- a. Chair the meeting in accordance with the Area 1 Floor Procedure Guidelines (and common sense). Remember we are a spiritual entity, not a business.
- b. Remind all voting members to sign in by 9 a.m. to be eligible to vote. Announce this to the Assembly frequently prior to 9 am.

Notes from past Area Assembly Chairs:

- Remember the “other duties as assigned” - this includes minor requests, ad hoc committees, etc.
- The job of the chair at the Alabama NW Florida Area Assembly is that of the “welcoming/host/accommodating” committee. It is mainly to be of service to the fellowship and the members of the fellowship using love, tolerance and gratitude.
- To give freely what was so freely given – even when it doesn’t feel free.
- The primary requirement for this position is an active and ongoing relationship with a power greater than oneself.

Revised 7/2011