

## Area Chairperson Report

May 14, 2016

My report of Area Chairperson activities in 2015 includes chairing the 2015 Spring and Fall AWSC and Assemblies, attended NYNAC 2015, arranging a meeting place for the next AWSC (with help from our Immediate Past Delegate, Ruth), and writing ten articles for Northern HiLights. My participation on the finance, web, expanding the AWSC vision, and members in need of support committees has been smooth and interesting. I'm looking forward to the coming year of activity in NYN.

Beginning with this assembly, each officer and coordinator will give a presentation or overview of their responsibilities in their position. This will help each of you consider the possibility of taking on the Joys of Service at our Fall Election Assembly in 2017. Some general qualifications include the following list:

- Able to communicate verbally and electronically in a timely manner
- Adept at using email and the internet
- AI-Anon/Alateen members

Also, officers must be a current DR or former DR who served a 3-year term and remained active at the area level.

General responsibilities include:

- Attending all AWSC and Assembly meetings
- Write a newsletter article 10/12 months
- Familiar with the Service Manual, NYN Area Policies & Guidelines, and Steps, Traditions, and Concepts.
- Presents a 2-minute report at AWSC and Assembly and sends it to the webmaster to post on the NYNAFG.com website.
- Keeps receipts and reports expenses to area treasure for reimbursement.
- Communicates with the convention coordinator regarding room accommodations.
- Maintains a position notebook to pass along to the incoming officer or coordinator.
- Conducts a service presentation or workshop relative to the position.
- Attends NYNAC once during the 3-year term.
- Must be registered as an AI-Anon Member Involved in Alateen Service.
- Participates in WSO conference calls and e-communities.

This assembly will see presentations/reports from the Chairperson, Web coordinator, and Alternate Delegate/Forum coordinator. They're time will be extended beyond the 2-minute limit for that purpose

Chairperson:

- Leadership and organizational skills
- Knowledge of Knowledge-Based Decision Making and parliamentary procedure
- Conducts AWSC and Assembly meetings
- Sets location and date of AWSC stand alone meeting in the Spring and arranges for refreshments
- Prepares AWSC and Assembly agendas with input from the delegate
- Provides copies of the agendas and other handouts as necessary
- Designates a table specifically for handouts to District Reps
- Establishes committees and task forces as needed and appoints chairpeople for them
- Works with the secretary to keep the NYN policies and procedures up to date
- Participates in new GR orientation meeting at all assemblies
- Is a standing member of the finance and website committees