

## Qualifications of Officers based on The A.A. Service Manual

### Delegate

Certain experience, personal qualities and availability seem to make for well-qualified delegates; these include:

- Active participation in local and area affairs as a GSR and as a committee member for at least several years.
- Sufficient time to attend and prepare for the weeklong Conference meeting in April, as well as the efforts needed before and after the Conference.
- Five or six years of continuous sobriety. The sobriety requirement varies by area; in any case, a delegate ought to be sober long enough to have demonstrated a sense of responsibility and to have become informed about service beyond the group level.
- Experience in chairing business or service meetings.
- Knowledge of A.A. affairs, and of where to find the correct information when they do not know the answers.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they may apply to local problems.
- The ability to be open-minded and listen to different points of view.
- Willingness to sit down with A.A.s in the area and with other delegates to discuss and act on matters vital to the Fellowship.

If you are thinking about standing for a term as delegate, it has been suggested that you ask yourself these questions:

- When you were a GSR, DCM or committee member, did you enjoy the responsibilities? Were you active? Do you feel that you contributed something during your time?
- Do you have the time available for the amount of work that is required? Have you discussed the possibility of standing for delegate and the time involved in the position with your family and your employer?
- Are you familiar with this manual? With A.A. Comes of Age? And of course, with the Twelve Steps, Twelve Traditions and Twelve Concepts?
- Have you talked with past delegates to get an idea of the time and effort required and the sort of work you will need to do?

### Alternate Delegate

Areas also elect alternate delegates. The alternate serves as a valuable assistant, often traveling with the delegate or giving reports for them. In some areas, the alternate delegate may serve some special function on the area committee. Many area committee treasuries recognize the need to support the alternate's expenses separately from the delegates.

## **Chair**

Qualifications: The qualifications for area chair are, of course, up to the conscience of that area. Typically, areas prefer chairs to have:

- A solid period of sobriety (minimum three to five years)
- Experience in group, intergroup/central office, institutional and/or area affairs
- A sound understanding and appreciation of the Steps, the Traditions and the Concepts, along with a wealth of experience gained through applying these guiding principles successfully to local problems
- Communication skills
- Leadership qualities
- Sensitivity to the wishes of the local area

## **Secretary**

Qualifications: Candidates for the position of secretary typically have

- Some service in group, intergroup/central office or general service affairs; some background in general office work
- A level of computer knowledge and information technology skills that reflect the area's needs
- Ability to create a record of a meeting that captures the essentials of what happened
- A solid period of sobriety

## **Registrar**

Qualifications: Duties of a registrar vary by area, but area registrars will require training on Fellowship Connection, a user-friendly interface that facilitates information sharing between areas and G.S.O. Familiarity with computer systems and spreadsheet tools and an understanding of data stewardship is helpful, as registrars will be entering data, updating information, using search filters, and downloading custom and standard reports. Other qualities needed may include:

- Familiarity with the area and district structure, and ability to communicate throughout it
- Ability to organize, communicate and manage detailed information
- Ability to relay information via email to G.S.O., locally and within the area
- Ability to responsibly handle and protect personal information
- A solid period of sobriety

## **Treasurer**

Qualifications:

- A solid period of sobriety
- Organizational skills for good record-keeping; accounting or bookkeeping experience
- Computer skills appropriate for the duties of the position
- Ability to speak about financial matters to an audience that does not have the same financial skills

## **Alternate Committee Officers**

Some areas find it helpful to select alternates for all committee officers, especially for the chair. The alternates can provide continuity at the area level; they may or may not be seated as voting members, depending on local decision and area needs. In this as in all other levels of service, alternates should be encouraged to participate in committee activities as fully as possible.

**Qualifications of alternates are generally the same as the qualifications for the positions they may be called upon to assume.**