

Duties of the Officers based on the Area 53 Guidelines

1) Delegate:

- a) Shall perform the duties specified in *The A.A. Service Manual*, whenever practical.
- b) Is expected to attend all Area, State, and Regional Service activities along with A.A.'s International Convention when held.

2) Alternate Delegate:

- a) Shall perform the duties of the Area Delegate in the absence of the Area Delegate.
- b) In the event that the Delegate cannot serve, the Alternate shall assume fully the duties of Delegate.
- c) Shall serve as Chairperson of the Area 53 Mini-Conference.

3) Chairperson:

- a) Shall chair all afternoon Area assembly and Area Committee meetings.
- b) Shall prepare the agenda for the Area Assembly and Area Committee Meetings.
- c) Act, in general, as the administrative officer of the Area Assembly.
- d) May appoint an ad hoc committee to investigate a specific purpose or situation. The ad hoc committee will report its findings to the Chairperson and Area Assembly at which time the ad hoc committee will be dissolved.

4) Alternate Chairperson:

- a) Shall assume the duties of the Chairperson in his or her absence.
- b) Shall assume other duties as requested by the Area.
- c) Shall chair all morning Area Assembly Meetings.

5) Secretary:

- a) Shall take minutes of all Area 53 Assembly and Committee Meetings.
- b) Shall mail minutes of all meetings at appropriate times to all voting members of the Area 53 Assembly, with the exception of those members that have agreed to receive the assembly minutes electronically.
- c) Shall have custody of all current Area 53 Assembly documents (documents for the last two years), including minutes, committee reports, Delegate reports, correspondences, publications of Area 53 Assembly, etc.
- d) Shall transfer all non-current documents, in a timely fashion, to the Area Archives Committee for storage.
- e) Shall notify all members of Area Assembly meetings.
- f) Shall notify voting members of Area Committee meetings.

6) Alternate Secretary:

- a) Shall perform the duties of the Secretary in his or her absence.
- b) Shall perform other duties as assigned by the Area Assembly.

7) Registrar:

- a) Shall develop, maintain and update, in a confidential fashion, a computerized database of all registered Area meetings and of all Area trusted servants and direct mailings or provide mailing labels as needed and approved by the Area.
- b) Shall keep and update a listing of all persons eligible to vote in Area Committee and Area Assembly meetings.
- c) Shall relay pertinent information between the Delegate and G.S.O., when requested to do so, and shall handle other Area correspondence as requested.
- d) Shall maintain and post on the Area Website a calendar of events related to General Service within Area 53.
- e) Shall prepare, in a format suitable for publication, a monthly listing of general service related events and information and distribute this document to Area Intergroups for possible inclusion in their monthly newsletters.

8) Alternate Registrar:

- a) Shall cooperate with the Group Services Committee by exchanging group, district, and Area change information.
- b) Shall perform the duties of the Registrar in his or her absence.
- c) Shall perform other duties as assigned by the Area assembly.

9) Treasurer:

- a) Shall receive and record contributions from A.A. Groups and individuals, and return a receipt for each contribution.
- b) Shall make all disbursements by check or electronic means. Maintain records and supporting documentation for each transaction.
- c) Shall maintain possession of the Area 53 bank card. Shall maintain records accounting for its usage.
- d) Shall maintain a bank account(s) with at least three signatories, the Treasurer and at least two other Area 53 Assembly Officers.
- e) Shall reconcile bank statement(s) monthly.
- f) Shall report to the Area Committee and Area Assembly at each meeting.
- g) Shall prepare a written quarterly report for each Area Assembly meeting, which includes income and expenses since the previous report.
- h) Shall maintain a listing by group, district, or other entity of all donations deposited to the Area account.
- i) Shall prepare an annual financial report at the end of each year.
- j) Shall present a budget for the upcoming year at the October Area Committee Meeting and at the December Area 53 Assembly.
- k) Shall file all necessary annual IRS documents as required by law.

10) Alternate Treasurer:

- a) Shall assume the duties of the Treasurer in his or her absence.
- b) Shall assist in the preparation of the quarterly and annual financial report.
- c) Shall review the bank reconciliation(s) prepared by the Treasurer monthly.
- d) Shall serve as Treasurer of the Area 53 Mini-Conference Committee.
- e) Shall perform other duties as assigned by the Area assembly.

11) Web Administrator:

- a) Shall update and maintain the Area website including, but not limited to, Area news, calendar of events, district and committee pages, Assembly reports, information pages and archives.
- b) Shall update and maintain the Area email addresses and email lists.
- c) Shall maintain hosting and domain name.
- d) Shall create, maintain and publish digital newsletters and subscriptions.
- e) Shall provide for on-line event registration payments and group contributions.
- f) Shall ensure the privacy of member data stored at the website.
- g) Shall prepare and give a report to the Area Assembly on the uses and plans for improvements to the Area website.

12) Alternate Web Administrator

- a) Shall support the duties of the Website Administrator as requested.
- b) Shall be prepared and willing to assume the officer's duties in the event the officer is un- able to fulfill their duties.
- c) Shall perform other duties as may be assigned by the officer or by the Area Committee.