

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.**

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 unable to fulfill their duties.
- c) Shall perform other duties as may be assigned by the officer or by the Area Committee.