



Al-Anon Family Groups -Tennessee Area 52

Chairperson

Adopted: 5/31/24

DUTIES

- A. Is familiar with “Basic Skills and Knowledge Requirements of All Area Officers and Coordinators”.
- B. Conducts the Area meetings and Board meetings.
- C. Sets the Agendas for AWSC meetings and the Assembly meetings with input from AWSC members.
- D. Posts to the current Area electronic platform (used for communication, file storage, calendar, etc.) the Agenda for Area meetings two to three (2-3) weeks prior to each meeting.
- E. Appoints Thought Forces, Task Forces and Work Groups as needed.
- F. Performs election Assembly duties, as outlined in the current Al-Anon/Alateen Service Manual and the current Area Election Procedures.
- G. Sets the Agenda for the Board meetings with input from the Board members.
- H. Serves as Chairperson of the Board of Directors for Al-Anon Family Group – Tennessee and attends Board meetings as required.
- I. Conducts AWSC inventory at the fall AWSC in the second year of the term.
- J. Displays the Legacies as they are read at Area meetings.
- K. Signs contracts as required.
- L. Makes announcements at Area meetings including:
- M. the explanation of the Ask-It-Basket and
- N. GR/DR Concerns Basket
- O. In memorial collections to send to the World Service Office
- P. Has experience chairing large meetings.