

Chairperson Coordinator (CC)

Responsibilities:

- Identify chairs for all MAWPM meetings and fill vacancies to ensure meetings are staffed as much as possible
- Foster an ongoing atmosphere of appreciation and respect for Chairpersons
- Attend and report at all MAWPM Group Conscience Meetings
- Coordinate with Chairperson Advisor (CA) and Safety Support Team in monitoring chair conduct
- Serve as a role model for all chairs by adhering to the MAWPM Meeting Script and Chair Guidelines
- Advise CA of new chairpersons
- Advise Web Administrator of any Chairperson changes or meeting vacancies
- Open up for reassignment the time slot of any Chairperson who misses three consecutive meetings and doesn't coordinate a backup
- By discretion and in coordination with the CA, extend a chairperson's maximum term length until a new Chairperson can be assigned
- Upon acceptance of position, notify District Web Administrator of contact information (phone number or email address) to be posted on website
- Two months prior to the completion of term, submit vacancy as an agenda item and script announcement

Requirements: 12 months continuous sobriety

Term Length: minimum: six months

maximum: one additional term

Revised 11/13/2023