

# **AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES**

## **AREA CHAIR**

*(revised Jan 27, 2019)*

### **RESPONSIBILITY:**

**The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The chair's primary tools are the short-form rules of order (which appears at the end of the Guide to Local Services), a firm hand, a calm spirit, and a clear mind.**

### **Duties:**

1. Presides over group conscious and does not participate in discussion/debate
2. Chair has no opinion on discussion on the floor
3. Only votes to break a tie vote
4. Monitors the business before the Area committee in accordance with AREA LEGS guidelines, procedures and 12 Traditions
5. Entertains questions to all motions, flyers and reports to prevent a premature decision and to foster understanding by the entire Committee prior to action
6. Directly responsible to the ASC body
7. Responsible to secure facility to hold monthly ASC meeting (opens/closes facility)
8. Co-signer on the Area bank account.
9. Votes to approve Area minutes: A majority of the executive body must approve Secretary's minutes before forwarding to Web Servant. The approval must be done by "reply all" so all members can see the results. If there is tie, it will be broken by the Policy Chair. 1/10/21
10. Any contact with an outside entity should include at least two (2) members. (see Area guideline #26)

### **Requirements:**

1. Five (5) years clean time
2. Service experience in one or more of the following:  
Vice Chair, Subcommittee Chair, GSR, Other officer of the ASC
3. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
4. Must adhere to all Area LEGS guidelines and procedures