

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

### *Vice-Chair*

(Revised Jan 27, 2019)

**Responsibility:** The area committee vice chairperson is the coordinator of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.

#### **Duties**

1. Acts as Area Chairperson if the Area Chairperson is unavailable and must be familiar with the Chair duties. When the chair is absent the V/Chair would simply utilize the chair's guidelines.
2. Coordinates Subcommittees and attends Subcommittee meetings as required to ensure they get the necessary support to do a good job.
3. Acts as the Chair for those subcommittees that do not have a Chair or Vice-Chair.
4. Works closely with the Area Chairpersons and Subcommittee Chairs on problems
5. Co-signer on the Area bank account
6. 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
7. Directly responsible to the ASC body
8. Any contact with an outside entity should include at least two (2) members. (see Area guideline #26)
9. The ASC Chairperson and ASC Vice-Chairperson will both have keys to the P. O. Box. (5/19/02)
  - a. If the ASC Chair cannot go the P.O. Box to retrieve the mail the Vice Chair should be notified to go to P. O. Box prior to the ASC meeting (10/13/21)

#### **Requirements / Qualifications:**

1. Four (4) years clean time
2. Service experience in one or more of the following:
  - Subcommittee Chair, Subcommittee Vice Chair, GSR, or 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