**Position: Chairperson Coordinator**

**Responsibilities:**

●  Provide ​*Guidelines*​ ​*for Chairpersons and Service Position Description*​ link to new Chairpersons, and confirm new Chairperson understands and agrees to being guided by ​*Guidelines and Service Position Description.*

●  Provide Chairperson Code upon verification new Chairperson has read ​*Guidelines for Chairpersons, Service Position Description*​ and WIR Meeting Script.

●  Provide any additional support needed, or requested, by new Chairperson on getting started.

●  Chairperson Coordinator will provide ongoing support and guidance to chairpersons as needed.

●  Advise Web Administrator of any new Chairperson vacancies to be added to announcements on WIR script.

●  The Chairperson Coordinator will open up for reassignment the time slot of any  
Chairperson who misses three consecutive meetings and doesn't coordinate a backup.

●  Chairperson Coordinator has the discretion to extend a Chairperson's maximum term length until a new Chairperson can be assigned.

●  Maintain the following lists:  
- Current Chairpersons  
- Backup Chairpersons  
- Available Chairpersons

●  Upon acceptance of position contact the Web Administrator to provide personal email address.

●  Two months prior to the completion of term, submit vacancy as an agenda item and  
script announcement.

●  Regularly attend monthly WIR Business Meeting.

**Requirements:** 6 months continuous sobriety from marijuana and all its derivatives including THC and CBD, 30 days attending phone meetings

**Term Length:** ​minimum: six months, maximum: one additional term

Approved at WIR Business Meeting 2-5-20

Revised 6-7-23