

Position: Chairperson Coordinator

Responsibilities:

- Provide *Guidelines for Chairpersons* link to new Chairpersons, and confirm new Chairperson understands and agrees to being guided by *Guidelines*
- Provide Chairperson Code upon verification new Chairperson has read *Guidelines for Chairpersons* and MAWPM Meeting Script
- Provide any additional support needed, or requested, by new Chairperson on getting started
- Advise Web Administrator of any new Chairperson vacancies
- 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
- Verbally announce Chairperson openings when attending MAWPM Meetings
- 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 MAWPM Business Meeting

Requirements: 12 months continuous sobriety

Term Length: minimum: six months
maximum: one additional term