

VAA CHAIRPERSON Position Description

AA experience

Ideally, the candidate will have at least two years of continuous sobriety. It is helpful if the candidate has experience in holding positions at home group level, PIPA, National Remote Communities, or institutional settings such as rehabilitation centres and correctional facilities. They would typically have completed the Steps, have a Sponsor, have a solid understanding and appreciation of the Traditions, and show an interest in - or willingness to learn about - the Concepts. Potentially, they would also bring practical knowledge gained from applying these guiding principles successfully to local challenges.

Leadership

Chairpersons should be able to organise and to lead yet act like servants rather than dictators. Their leadership talent should help them instill in others a high interest in Conference service. It should also help them to make sure that some action is taken on all matters coming before the meeting, leaving no troublesome loose ends. The ideal Chairperson too has considerable planning ability and certainly will be able to conduct meetings in an orderly manner.

Ability to communicate

The ideal candidate is sensitive to the wishes of the Area but is not too sensitive about self. Such a candidate:

- Has a keen desire to see AA thrive and prosper, but is tolerant of those who cannot see beyond their own Group's horizon.
- Has an interesting and meaningful AA history to relate at Group meetings, along with a service talk.
- Is skilled in communication and can serve well as a 'stay at home' Delegate.
- Is aware of what goes on at all levels of the General Service structure including National Remote Communities, so as to keep the Area Delegate informed and is also aware of what goes on in World Services, so as to keep the Area Committee informed.

The Role of the Chairperson

- Convenes an Assembly in consultation with the Virtual Area A Steering Committee.
- Chairs Area Assemblies and the Annual General Assembly guided by the Chairing role descriptions in Virtual Area A Guidelines 3.8, 6.2, 6.5 and 7.9.
- Consults with the Virtual Area A Office Bearers, other Area Officers, and National Remote Communities on the Assembly Agenda, with particular attention to identifying and addressing any need for additional support.
- Invites guest speakers to provide relevant information and assist with informed decision making.
- This position is a two year commitment. The Assembly and Steering Committee meet quarterly, on weekends or as required.
- Is one of three signatories on the Virtual Area A bank account.

Much depends on the Chairperson's ability to conduct a smoothly-functioning meeting. Those with little experience in chairing business meetings can still do a good job if they will bear these simple suggestions in mind:

- Be responsible for keeping the issues clear and discussion to a reasonable time limit.
- Allow ample opportunity for the minority voice to be heard.
- Meetings may be fairly informal, but the attention of the entire meeting should be kept on one subject at a time, without the disruptive influence of private conversations.
- An Assembly may make its own rules, but the Chairperson should make it clear that the members must decide on any desired change in rules before a motion is voted on, or before an election is conducted.
- A 'sense of the meeting' poll is preferred to a vote. In such cases, the Chairperson asks: "Is it the sense of the meeting that ?" If there are no 'Nos', it is apparent there is accord.
- If a motion is offered, be sure that it is seconded and stated clearly and distinctly so that everyone is fully aware of what is being voted upon.
- Adhere closely to Third Legacy Procedure for elections of Alt/Delegates and discourage departures from it.
- Be sure the Assembly is aware of suggested procedures in the Manual, before changes are made.

(Adapted from The Australian AA Service Manual Ninth Edition and VAA Guidelines Version 1)

AMENDMENTS

13/09/2026 Draft edited, Assembly approved, unanimous.

31/08/2026 Cross checked to align with VAA Guidelines 3.8, 6.2, 6.5, 7.9
Virtual Area A Guidelines Version 1.docx - Google Docs

30/08/2026 **Steering Committee Meeting Minutes:**

"Ideally the candidate would have 2 years of continuous sobriety" as a basic timeframe. All agreed.

Original Version: CHAIRPERSON Job Description.docx - Google Docs