

## CHAIRPERSON Job Description (Two Year Term)

Taken from The Australian AA Service Manual Ninth Edition.

### AA experience

Many preferred five years of continuous sobriety, some three, but all agreed that a considerable period of sobriety is desirable, plus experience in Group, Central Service Office, or institutional affairs (e.g. rehabs, correctional facilities). This would normally include a sound understanding and appreciation of the Steps, the Traditions and the Concepts and, better still, the know-how gained by applying these guides successfully to local problems.

### 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 an 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 in the District, 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 Area Committee.
- Makes sure that all Groups in the Area are notified, advising them to send a GSR or to elect a GSR if they have none. This action is usually handled by the Secretary. (Most Areas consider an Assembly to be a 'closed' meeting, for AA members only).
- Consults with Area Officers and DCMs on the agenda for the Assembly, paying particular attention to any need for additional Districts and additional DCMs.

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. 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 and discourage departures from it.
- 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.
- 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. Be sure the Assembly is aware of suggested procedures in the Manual, before changes are made. (See below - "Who is seated?")