

AFG Area 9 – Florida North

Task Force Assignment: Update Area Job Descriptions

Task Force Charge

Review the Area's current job descriptions, including the Service Position Guidelines and General Duties, and discuss any needed updates. If updates are warranted, draft changes and present them to the AWSC Panel for review.

Ideally, any proposed changes should be ready to present to the AWSC panel at the Summer 2025 AWSC meeting.

Task Force Members

- Marla R., DR, D10, Chair
- Marion R., DR, D5
- Linda C., DISL, D9
- Robin M., DR, D13
- Linda F., Past Delegate, Panel 40

Rationale

The Area's Current Group Conscience is to have the AWSC Panel review and update their Area Job Descriptions once per Panel. This Task Force honors the Area Group Conscience. The AAPP and Alateen Coordinator positions were updated during Panel 61. The other positions were last updated at the July 2020 AWSC meeting. The Task Force should consider:

- Are the Job Descriptions consistent with the same format and sections explaining the position and responsibilities clearly? Is any other information needed?
- Are special requirements for any position called out? If not, is that needed?
- Do the positions that involve participating on the Board of Directors of NFA AFG, Inc., have enough information on the board-related responsibilities?
- Is there anything in any of the job descriptions that would discourage Members from standing for a position, i.e., does it sound like it's too much work?

To complete this assignment, the Task Force should:

- Ensure that the AAPP and Alateen Coordinator job descriptions are those passed at the August 2022 AWSC Meeting.
- Distribute the job descriptions to Members in the role for Panel 64, ask them to review them, and suggest any updates based on their experience.
- Collect the updates from Panel 64 Members and consider incorporating the updates into the job descriptions.

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- Prepare updated job descriptions and present them to the AWSC Panel for discussion and approval.

Task Force Instructions

- Please meet via conference calls, Zoom, or whatever technology works for the group.
- Complete the assignment as best you can. Submit this form as your Report. You can do this by sending it to the Technology Coordinator, who will post it on the website. Click [here](#) to open a template of this report.
- Create a proposal that can be discussed at a future AWSC Meeting. Submit that to the Technology Coordinator as your Task Force Proposal. If your Task Force proposes changes to an existing Area Document, send an editable copy to the Area Secretary in Google Docs.
- If your Task Force needs more time, note it on the form and submit it as your report. No proposal is required if your task force is in process, but an update at the next AWSC is necessary.

KBDM Questions from the Task Force

Task Force Summary/Findings

Task Force Recommendation
