

AFG Area 9

Job Description and Duties

Service Position Guidelines and General Duties

1. Prior to standing, individually assess one's ability to successfully meet expectations of the position for the full three-year panel.
2. Must be in good health (i.e. be able to sit for long periods of time and be fairly mobile)
3. Recommended that a person choose a Service Sponsor familiar with the duties of the position for which the person is standing. Be willing to ask and accept help, not work in isolation. Be willing to work with others and also be willing to establish a committee to do some tasks of the job.
4. Support the Area group conscience regardless of personal views
5. Attend 4 Area meetings per year (AWSC and Assembly). Be prepared to attend the entire meeting.
6. Follow up with tasks related to position matters in a timely manner
7. Write reports for each meeting (length to be at the discretion of the Area panel Chairperson)
8. Send or post reports for the Area Website (in cooperation with the Technology Coordinator).
9. Have access to email and be willing to communicate by email and be able to send/access attachments – check email frequently.
10. Must be willing to access and use AFG Connects relevant to the position
11. Participate in conference calls with Area and WSO as necessary.
12. Participate in presentations at districts and Area events as a representative of the Area.
13. Coordinators, Officers, District Representatives, and District Information Services Liaisons cannot be members of Alcoholics Anonymous.
14. As assigned by Area Chairperson, participate in Area Thought/Task Forces. This may require working on assigned projects between Area meetings.
15. Should have a working knowledge of the Legacies (Steps, Traditions, Concepts, and Warranties)
16. Incoming and outgoing Officers and Coordinators need to attend the Turnover lunch at the end of the outgoing Panel and work together to ensure a smooth transition from Panel to Panel.

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17. Provide Area Treasurer, within your area of responsibility, information concerning line items which may exceed 10% of the current budget.
 18. Work with Area Treasurer to provide an estimate of expenses within your area of responsibility for the next fiscal year.
 19. Participate at TEAM Events and Service Workshops.
 20. If you are giving consideration to standing or the following Service Positions: Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer, AAPP Coordinator, Technology Coordinator, Public Outreach Coordinator, you automatically become a member of the Board of Directors of NFA AFG, Inc. (see Section 11 of the Area 9 Charter on the Area website) for the entire panel and as a result, cannot be or have been a member of Alcoholics Anonymous due to the voting responsibilities of the Board of Directors. The current Convention Chairperson is a member of the BOD as well for as long as his/her term.