

DUTIES OF THE ALTERNATE CHAIRPERSON

An Alternate Chairperson should have leadership and organizational skills to fulfill or delegate the following Area Assembly responsibilities:

- * Chair AWSC or Area Assembly meetings when the Chairperson is absent.
- * Be in communication before, during, and after Assembly with the chairperson from AA on matters concerning Al-Anon at Area Assembly.
- * Review the Assembly meeting hall to make sure all is in place (head table with adequate number of chairs; tables and chairs set up for Assembly attendees; adequate tables for silent auction, literature, registration; microphones and speakers; posters of Steps, Traditions, etc. are on display)
- * Manage registration materials (crate) between Assemblies. Update name tags, coordinate registration slips with name tags, alphabetize name tags, and replenish registration supplies as needed.
- * Prepare and have copies available at each Assembly of the following: Assembly schedules; registration forms; silent auction forms; number of hotel room, district assignment sheets, and other documents as necessary to improve information flow.
- * Attends AWSC meeting and gives a brief report on the Area Assembly responsibilities for each district, any changes that will be occurring in the schedule for Assembly.
- * Organize and delegate the Saturday luncheon for AA and Al-Anon at the second Area Assembly each year.
- * Monitor the various district responsibilities throughout the Assembly and be available to address any problems or concerns that may arise.
- * Chairs a meeting for DR's and Alternate DR's with meeting agenda determined by chair and interests of attendees
- * Delegate the following responsibilities for the next Assembly to the DR's and attendees at the DR meeting: Saturday morning Al-Anon meeting; Saturday registration; Hospitality room: salts, sweets, and serving teams; Saturday night Al-Anon meeting, Sunday morning Al-Anon meeting, Sunday morning registration, Silent auction
- * A major contact with DR's during and between Assemblies.
- * Attends the LA Area Assembly meeting and reports attendance, attendance recognitions, responsibilities for next Assembly, amount earned by Silent auction and Literature.
- * Counts the number of attendees at Assembly and the number from each district, recognizes districts with 100% attendance (GR or Alternate GR for each meeting in the district as well as the DR or Alternate DR) and recognizes the district with the most attendees present at Assembly.
- * Notify the Chairperson and the Delegate, prior to the Assembly, if unable to attend.