

## **Area Officers and Appointed Chairs** (from page 6-7)

**Area Officers** are elected at our fall assembly in odd years and serve a two-year panel. They are participating and voting members in area business. Area Officers include Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, Treasurer, and Registrar. Area Officers are expected to attend all Area Committee Meetings, Assemblies, Officers' Meetings, and special meetings that may arise concerning Area Business.

**The responsibilities and expectations common to ALL of our Trusted Servants** are listed below. Position specific duties and expectations are listed under their individual job title in the following pages.

- Continue reading and developing familiarity with A.A.'s Twelve Traditions and history as found in the A.A. Service Manual, the Twelve Concepts for World Service, A.A. Comes of Age, Our Great Responsibility, and other literature concerning A.A. history.
- Maintain a willingness and availability to serve on panels put on by Districts and other A.A. entities, as requested.
- Provide a written or oral report to Area Assemblies and ACMs.
- Maintain expense records for mileage, lodging, postage, and other expenses related to your position with regard to our Annual Spending Plan.
- Provide expense reports to the Area Treasurer within 30 days for reimbursement (lodging reimbursement rate is based on double occupancy).
- Be available for all Regional and Area service functions, as well as special conferences, and attend as annual approved funding allows.
- Provide the leadership necessary to foster a sound, safe and inclusive service structure in the Area.
- Ability to learn needed technology or programs to fulfill position.
- Have the time and energy to serve the area well.
- Schedule a "pass-it-on" for the incoming Officer or Appointed Chair to be held before the end of the panel.
- Rotating trusted servants should cooperate with people coming into their service positions to support a smooth transition between Panels.
- Attend District Meetings as a CNIA Officer, when requested.
- Cooperate with the Area Delegate and other Area Officers in discussing the status and needs of the Area.
- Report any activity or information related to their position concerning Area business to the Area regularly.

## **Area Registrar** (from page 15)

Area Officers are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* and *Additional Responsibilities and Expectations for Area Officers* on pages 6-7. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Remind and Encourage all groups in our area to complete group change request forms to keep meeting and group representative information up to date.
- B. Maintain our Area's current information in the General Service Office's database system – Fellowship Connection. This includes Individuals, Groups, Districts, and Area Information.
- C. Maintain the Area Committee Contact List for the current Panel and make the list available to Area members.
- D. Create and distribute Group & Trusted Servant monthly reports for DCMs and other requesting area members.
- E. Maintain the *Accents/Acentos* mailing list and share with the Recording Secretary monthly.
- F. Assist other Area Officers in group/individual research and create special reports as requested.
- G. Assist Area members with anything related to group and member registration.