

CHAIRPERSON'S DUTIES

CONDUCTS BUSINESS MEETINGS:

Causes to send or sends out notices of all meetings to the Delegate, Alternate Delegate, Officers, Coordinators, District Representatives (DRs) and other members of the Area. Notices are e-mailed, unless a recipient does not have access to e-mail, in which case notice is mailed to that recipient. Refer to the most recent NCWSC Roster (maintained by NCWSA Secretary) for email addresses. Note that not all members of NCWSC sign up for the NCWSC Yahoo group (list serve).

NCWSA Assemblies

Calls and conducts all Assemblies. Prepares and causes to be published the agenda for all Assemblies. Agendas are published on the NCWSA website, in the 12-Stepper and e-mailed to DRs (for distribution to GRs), Officers and Coordinators.

- Agenda and Registration Form for Fall (2-day) Assembly due to 12-Stepper Editor by mid-July (Contact Editor for exact due date).
- Agenda and Flier for Spring (1-day) Assembly due to 12-Stepper Editor by mid-February (Contact Editor for exact due date).

Calls Election Assembly to elect new Delegate and Officers. As of 4/19/11, the Election Assembly is part of the two-day Fall Assembly held in the third year of the panel.

NCWSC Meetings

Calls and conducts meetings of the Northern California World Service Committee (NCWSC):

- Prepares and e-mails agenda to all committee members prior to the meeting (or mailed if a member does not have access to e-mail). NOTE: First NCWSC of panel should include caucus of DRs to form Budget Committee (Bylaws: Article VIII, Section 2) and Executive Committee (Bylaws: Article V, NCWSC Guidelines: Section IX). NCWSC meeting at middle of panel (July) should include caucus for new EC (18 month term).
- Makes reservation for dinner on Friday night of NCWSC meetings for all members who wish to attend (ask host DR to provide names of local restaurants). Emails information to NCWSC.
- Attends Officer/Coordinator meeting on Friday evening (meeting is hosted by the Delegate).
- Arranges for DR meeting host (typically the DR of the District in which the meeting is held).

Maintains communication between all officers and coordinators as needed between meetings/assemblies. *It is suggested that the Chairperson host a monthly conference call to include the Area Officers, the Delegate (and the Facilities Coordinator as needed).*

Works closely with host DRs (the DR of the District in which the event is being held) and Facilities Coordinator regarding space requirements, A/V needs, timing of events, etc. It is suggested that the Facilities Coordinator and the host DR attend the Officers' Conference Call once per Quarter to discuss logistics for upcoming events.

RESPONSIBILITIES as CHIEF ADMINISTRATIVE OFFICER:

- Reviews facilities contracts with Facilities Coordinator and provides final approval for all NCWSA events (NCWSC Meetings, Assemblies, Convention, TEAM). All contracts are to be signed by the NCWSA Chairperson. Meeting sites should also be presented to NCWSC (for Committee meetings) or NCWSA (for Assemblies, TEAM) for discussion and approval, before contracts are signed.

- Approves all expenses and activities of the corporation as designated by the GRs and participates in any Complaint/Conflict Resolution Processes involving the members of NCWSC. Signs any other documents in the name of the corporation as authorized by NCWSA.
- If any officer other than the delegate resigns before the end of their term, the Chairperson appoints a past or current DR to fill the office temporarily. An assembly should be called as soon as convenient to elect a successor until the end of the term. If a coordinator resigns and no alternate is available to fill the position, the Chairperson may either appoint a coordinator or an election may be held at the next NCWSC meeting.
- Shall supervise the activities of the Officers and Coordinators of NCWSA.
- Is available to approve Expense Reports and sign checks, as needed.

ATTENDS EVENTS:

- Attends the turnover meeting at both the beginning and end of term.
- Attends the South West Regional Delegates Meeting (SWRDM) annually, and is reimbursed for costs incurred. Lodging and meals are only covered for Friday - Sunday.
- Attends one TEAM event per panel and is reimbursed for costs incurred.
- May attend the NCWSA Convention and NCWSA H&I Conference, although there is no reimbursement for costs incurred.
- May attend the World Service Conference if the Delegate and Alternate Delegate are not available to attend.

OTHER DUTIES:

- Prepares a written report for all Committee meetings and Assemblies, with copy to the 12-Stepper Editor and Area Secretary.
Prepares expense reports and submits to Area Treasurer within 60 days of incurring costs.
- Prepares and submits annual budget request to Budget Chairperson.
- Creates Thought Forces, Task Forces or Work Groups, as needed, and appoints chair if not elected by NCWSC. Maintains list of all active Thought Forces, Task Forces and Work Groups.
- Participates on the committee for any TEAM event held in the Area, along with the Delegate and the Site Chair (see WSO website for more information on TEAM).
- Is available to answer questions, address problems as needed, keeping the Executive Committee informed of any problems that may occur within the Area.
- Is available for review by the Executive Committee, at least annually.

RESOURCES:

- Service Manual
- Service Sponsor
- NCWSA Bylaws
- NCWSC Guidelines
- NCWSA Assembly Guidelines
- NCWSA Motions Passed/Failed

Time Commitment: Average 5 - 10 hours per week (more time required in month preceding an event).

Updated by Chair: 9/6/11
Approved by E.C: 9/23/11