

## **Steering Committee Job Descriptions**

Steering Committee members attend monthly Steering Committee meeting, (usually the first Tuesday of the month.) The Committee does not meet in August. Members also attend all quarterly Information Service Representatives meetings, (2<sup>nd</sup> Tuesday of January, April, July and October.)

Minimum term for each position is one year, but not more than two years can be served in any one capacity commencing February 1<sup>st</sup>. The Chairperson holds office for a period of two years, at which time he/she becomes Member-At-Large. The Vice-Chairperson then becomes the Chairperson and a new Vice-Chairperson is elected for two years. Treasurer and LDC Chairperson are two year terms with no right to succession.

Because of the unique nature of both programs, Al-Anon and Alateen members who are also AA members do not hold office beyond the group level.

**Chairperson** – Past duties have included presiding at all meetings of the Information Service and being responsible for the administration of the Information Service office. Chairperson has an active vote.

**Vice-Chairperson** – Past duties have included officiating in the absence of the Chairperson, assisting him/her in the activities of the Information Service office as delegated, and the planning of the Spring Workshop. Vice-Chairperson has an active vote.

**Treasurer** – Past duties have included signing of checks on a weekly basis, reviewing monthly financial transactions, reviewing of monthly/quarterly financial statements and presenting results to Steering Committee and ISRs. Treasurer has an active vote.

**Assistant Treasurer** – Past duties have included helping in the sale of items at meetings, passing the collection basket at meetings, signing of checks, fundraisers and filling in for the Treasurer. Assistant Treasurer has an active vote when Treasurer is absent.

**LDC Chairperson** – Past duties have included the supervision of operations of the North Jersey Literature Distribution Center including coordinating the sale of literature at events and promoting sale of literature. LDC Chairperson has an active vote.

**Alateen Chairperson** – Past duties have included relaying pertinent information to Alateen groups, organizing Alateen Sponsor's meetings and/or workshops and coordinating Alateen activities throughout North Jersey. The Alateen Chairperson has an active vote.

**Alateen Representative** – An active member of the Alateen fellowship. Alateen Representative has a passive voice.

**Chairperson of Volunteers** – Past duties have included recruiting volunteers to answer the phones at the Information Service office. Chairperson of Volunteers has an active vote.

**Public Outreach Chairperson** – Past duties have included being a liaison to the public to exchange, assimilate and distribute information and materials and arrange speakers at hospitals, treatment centers, correctional and other residential facilities, and schools. Public Outreach Chairperson has an active vote.

**24/12-A-Year Chairperson** – Past duties have included mailing and receipt of yearly contribution reminders, maintaining the 24/12 information file, and reporting on monthly results. 24/12-A-Year Chairperson has an active vote.

**AA Convention Liaison** – Past duties have included attending monthly meetings of the AA Convention Committee and planning/coordinating NJIS's participation at the yearly Area 44 Convention. AA Convention Liaison has an active vote.

**Secretary** – Past duties have included the recording of minutes of all meetings of the Steering Committee and Information Service Representatives. Copies of said minutes shall be forwarded to the appropriate members. Secretary has an active vote.

**Assistant Secretary (Al-Anotes Editor)** – Past duties have included the formulation of the North Jersey newsletter of local Al-Anon/Alateen activities for the groups. In the absence of the Secretary, the Assistant Secretary shall record the minutes of all meetings of the Steering Committee and Information Representatives. Copies of said minutes shall be forwarded to the appropriate members. The Assistant Secretary has an active vote when the Secretary is absent.