

KY AREA POSITION GUIDELINES AREA CHAIRPERSON

The following guidelines are established to assist the KY Area Chairperson with fulfilling their duties effectively and comfortably throughout the term:

AWSC/Assembly Responsibilities

- Following the Officer elections and prior to January 1st of the new term, the incoming Area Chairperson, with input from the incoming Delegate, appoints the coordinators and the Convention Resource Person for the new term.
- Sets the schedule for Area World Service Committee (AWSC) and Area Assembly meetings. Currently all are hybrid, except for the January AWSC being Zoom only.
- Chairs the AWSC and Area Assembly meetings.
- Prepares the agendas for the AWSC and Area Assembly meetings with input from AWSC members. Asks for suggestions for workshops/presentations and appoints leaders of each. Distributes the agendas and documents for discussion to AWSC/Assembly members in advance for GRs to be informed when voting.
- Coordinates with the Delegate for their time requested on the agendas.
- Works closely with the Area Secretary to review and approve the minutes for each AWSC and Assembly before distribution and receives a copy of the term's running motion list.
- In the event there is a need to replace the Secretary for any reason, the Area Chairperson appoints an interim Secretary, and an election will be held at the next Area Assembly to affirm.
- Assists Area Officers, Coordinators and DRs with performing their duties and meets with them as requested.
- Assign hosting districts to bring items from storage to the AWSC/Assembly. (Hosting Guidelines are posted on the KY website.)
- Calls Thought Force, Task Force and Workgroup Committees, appoints chairperson, creates the charge and encourages the use of KBDM.

AWSC/Assembly Meeting Facility Responsibilities

- Signs the contract, communicates and coordinates the set-up of the meeting room, coordinates a sleeping room block.
- After AWSC has adjourned, ensures the facility staff secures and locks the room and unlocks it for Assembly.
- Coordinates room displays with the Literature Coordinator and KY LDC(s); Archives Coordinator; current year's convention chair; Alateen Coordinator for fundraising; Group Records Coordinator for attendance registration/badges; hosting district for snack table, handouts, etc.
- Confirms that payment is made to the facility on Assembly weekends by the treasurer.
- Confirms the hosting district returns items to the storage unit.

Treasury Responsibilities

(See Appendix A, Authorization for Various Tasks of the Kentucky Area Treasury)

- Coordinates closely with the incoming Area Treasurer, following election Assembly before January 1st of the new term, to change the signature cards on the Area bank account. (The Area minutes from officer elections are normally required by the bank.)
- Co-Sign checks along with the Area Treasurer. (All Area checks require a second signer.)
- Confirms regular payments are made, i.e. website, Zoom, Microsoft, insurance, storage unit, etc.
- Occasionally logs on to the Area bank account to review transactions.
- Collaborates with the Area Treasurer each year to create the proposed Area budget for the fiscal year to be sent to the AWSC and posted on the Area website one month prior to the October Assembly.
- Adds motion for Delegate's full or equalized expenses to the October AWSC and Assembly agenda for vote.
- In the event there is a need to replace the Area Treasurer for any reason, the Area Chairperson appoints an interim Treasurer, and an election will be held at the next Area Assembly to affirm the appointment.

Officer Election Responsibilities

- Reads and understands the Election Procedures Document.
- During the third year of the term, prepares for election of Area Officers: Delegate, Alternate Delegate/Group Records Coordinator, Chairperson, Secretary and Treasurer. (See Appendix B - Election Process for Third Year of Term.)
- Presents the AWSC with the Timing of Elections, Trusted Servant Profile and Election Procedures documents.
- Compiles the Election Eligible Candidate List and presents the list at the June AWSC of election year, requesting AWSC input for discussion and accuracy.
- Selects volunteers to serve in-room as recorder for tallying votes, ballot collectors/counters, voter check-in helpers; determines the set-up of the room for the election; provides election supplies (i.e. paper ballots, baskets for collecting ballots, pens, etc.). A few weeks before elections requests the current group records report from the Group Records Coordinator for use in verifying eligible active groups and for voter check-in at election Assembly.
- Prepares a process for Zoom polling for officer elections with input from the Tech and Website Coordinators. Selects volunteers (same as in-room roles). Being Mindful for Zoom and in-room election procedures to be as similar as possible/practical.
- Conducts election and announces the new officers.

Alateen Responsibilities

- Member of the board of the Kentucky Alateen Conference KOMIAC (KACK). The KACK board was established by the AWSC and Area Assembly June 2025.

- Communicate with AAPP and Alateen Coordinator for supporting the AMIAS recertification process. (Re-certification is required for all AMIAS every year. Kentucky's deadline is May 31st.)
- Become familiar with the 2003 Alateen Motion in the Appendix of the Service Manual.
- Read and understand the KY Alateen Safety and Behavioral Requirements (ASBR). Become familiar with duties related to the Chair role. Actively involved with revisions as needed.

General Responsibilities

- Meets with the Delegate in collaboration on matters affecting the KY Area.
- Assists in solving problems presented by an AI-Anon/Alateen member referencing CAL, discussion with the member or referring the problem to their DR for resolution. If resolution cannot be reached at those levels, the chairperson brings the problem to the AWSC for discussion and resolution.
- Responds to, refers and/or collaborates with the appropriate Officer, DR, Coordinator, etc., on any request regarding AI-Anon/Alateen in the KY Area.
- Shares incoming delegate and alternate delegate contact information with SERDGT and updates as necessary.
- Submits Area roster to WSO using the form on AFG Connects and updates as necessary.
- Is the keeper of one of the digitized copies of the KY Area Archives.
- Confirms that all Assembly attendance registrations, Minutes, Motion List, Treasurer's reports and budgets are turned over to the Area Archivist.
- Receives and reads the minutes from the Area Convention Host Committee planning meetings offering guidance and suggestions as needed.
- Stays connected through AFG Connects occasionally reading forums granted to Area Chairs by WSO.
- Serves as contact for the Area Insurance Company.

For review at October 2026 AWSC and Assembly

Appendix A

Authorization for Various Tasks of the Kentucky Area Treasury

(This document can be found on the Area website. It is copied here for convenience.)

Authorization for Various Tasks of the Kentucky Area Treasury

AREA CHAIRPERSON – is a signer on the bank account and appoints at least one additional signer

Every check written on the account requires two signatures.

Has access to the bank account to occasionally log on to review transactions.

In the event of an emergency to replace the Treasurer, the Area Chairperson has the authority to appoint an interim Treasurer and an election will be held at the next Area Assembly.

The AREA DELEGATE – is also a signer on the bank account and has access to the bank account to occasionally log on to review transactions.

Our Area carries a Liability Insurance Policy.

See Treasurers Position Procedures also.

Consensus from AWSC 3.3.23 & Area Assembly 3.4.23

Appendix B

Kentucky Position Guideline Area Chair Election Process for Third Year of Term

(This document can be found on the Area website. It is copied here for convenience.)

March AWSC and Assembly

- Announce timeline for Group, District, AIS/ISC and Area. See **Note 1**.

June AWSC and Assembly

- Present Election Procedures for approval (if there are changes or not). See **Note 2**.
- Announce for those letting their name stand to use the Trusted Servant Profile. See **Note 3**.
- Create list of those who are eligible to stand for officers. See **Note 4**.
- Clarify that eligibility includes serving a full 3-year term as Area Officer, Coordinator, or DR. Ask if there are any questions.
- Ask Group Records Coordinator for a list of all active groups in the Area including GR name for those eligible to vote.

Election Process on Election Day to Assembly

- Present Slate of Candidates to Assembly.
- Ask if anyone has any questions about the process before elections begin.
- Each candidate will have one time at the mic.
- Announce that once voting has begun there will be no discussion. ● Call for a Motion, for the Election to Start.

Note 1. Document Name: (Suggestions for timing of Elections for the KY Area Links of Service Group, District, Area, Information Service Committee/AIS)

Note 2. Document Name: (Kentucky Area Election Procedures)

Note 3: Document Name: (Trusted Servants Profile)

Note 4: Document Name: (Area Election Candidates)

Election Procedures Task Force Approved February 13, 2025.

Approved Area World Service Committee March 7, 2025.

Approved Area Assembly March 8, 2025.