

SETA ALTERNATE AREA DELEGATE

JOB DESCRIPTION

General Description: The Alternate Delegate is elected by the Area Assembly to serve a two-year term, and is a voting member of the Area Assembly and a member of the Area Committee.

Position Description: Carry out the duties of the Delegate, for the Area and AA worldwide, in the absence of the Delegate. (See Delegate Job Description) Be responsible, in general, for serving the membership as the replacement for an unavailable Delegate.

Position Qualifications: A minimum of six years of continuous sobriety and four years Southeast Texas Area Assembly service.

Duties and Responsibilities

- Work with the Delegate to learn and understand the collective conscience of the Area Assembly regarding the Final Agenda Items of the current year GSC. (i.e. during April Assembly and any pre-conference district and group visits)
- Understand the Conference Committee agenda items of the Delegate.
- Be fully prepared to participate in the proceedings with humility and dignity. Assist the Delegate in communicating the conference actions to the members of the Area Committee, the Districts and the Assembly in general, if requested.
- Attend all Area Assemblies and Area Service functions.
- Attend Southwest Regional Service meetings and assemblies.
- Prepare quarterly Area highlights article for SW Regional Delegates Assembly newsletter.
- Manage any Special Projects for the Area and keep the Delegate fully informed of pertinent information.
- Prepare a quarterly Newsletter article to communicate with Area membership.
- Submit information to the SETA Information Technology Committee appropriate to the office.
- Visit as many groups as possible each year and discuss Area's activity, as requested.
- Work with the Area Officers and Committees.
- Provide leadership in solving local problems involving the AA Traditions.
- Address the Assembly each quarter to deliver AA information and concerns.

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JOB DESCRIPTION CONTINUED

- Visit all Districts each year and assist, if requested, in the maintenance of Spiritual health.
- Prepare a budget and attend the Annual Budget Meeting.
- Inform the Area of all Regional events, i.e., Regional Forums, SWRAASA and any special Forums held within the Southwest Region; promote events and encourage Area members to attend.
- Job Descriptions will be reviewed or revised by April of every even-numbered year to reflect any necessary changes or additions to the position. In addition, the review or revision will be noted in footer of job description with year of review or revision.
- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

Responsibilities for using SETA computer equipment

Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.

- 1. All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.*
- 2. The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position, the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
- 3. In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.*
- 4. All data relating to Area business should be stored on the SETA-provided equipment.*
- 5. Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*
- 6. Data from all SETA equipment should be backed up onto currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*