



ALCOHOLICS ANONYMOUS
Area B Eastern Region

Area B Chairperson

The Area B Chairperson convenes and presides over the Assemblies and Committee meetings. In consultation with the Committee, the Chair drafts meeting Agendas for the Secretary to distribute to all Groups and Committee members via the mailing lists.

The most important responsibility of the Committee Chair is maintaining order at Committee meeting and Assemblies according to the following principles:

- Keeping the meeting running according to the meeting Agenda
- Ensuring Agenda items and proposed motions are clearly stated so that everyone understands the matter being voted upon.
- Seeking substantial unanimity on any discussion or voting matters according to AA Traditions and Concepts. Therefore, a "sense of the room" is preferred to a vote. The Chairperson asks: "Is it the sense of the meeting that _____?" If there are no 'Nos', it is apparent there is accord.
- Ensuring that the attention of the meeting be focused on the topic under discussion and avoid disruptive private conversations. As such all members are encouraged to signal their desire to speak and then wait to be invited to speak by the Chair.
- The Chairperson should be conversant with the progress of all Action items from previous minutes and ensure these are completed within appropriate time frame
- Ensuring that the Twelve Steps, the Twelve Traditions, and the Twelve Concepts guide all discussions, sharing sessions, voting and decisions.



- Maintain commitment to ensuring the processes, including [Third Legacy voting](#), described in the Australian AA Service Manual and Guidelines; the Area B Terms of Reference; and the Area B Orientation are used to guide Area business.

The Australian AA Service Manual recommends that the Area Chairperson have no less than three years and preferably more than five years of unbroken sobriety.

The Area B Chairperson is a two-year service position and is a voting office. It is also a requirement that all members of the Area Committee read the service manual.

Other desirable qualities of an Area Chairperson include:

- Experience in group, Central Service Office, or institutional service
- An understanding of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts
- Experience applying these spiritual principles successfully to local problems.
- The ability to inspire, organise and lead others to engage in Third Legacy service as a servant rather than dictator; to communicate with kindness and clarity; and to be sensitive to the needs of the Area rather than self.
- Awareness of District and World Service activities to ensure the Area Delegate and Committee are correctly informed.

Also read the AREA B ORIENTATION AND "ROBERTS RULES" documents, [click link here](#) or ask your area committee team.