

## **PRESIDENT ASSOCIATION COMMITTEE FOR SA AREA**

I have been president for the SA Area Association for the last 3 years, I took on this role as part of my position as Chairperson for SA Area committee and have found it rewarding as I never realised the work that goes on behind the scenes.

We meet 4 times a year after the SA Area meeting. Part of my role is to aid with issues or concerns for Area Committee meeting. I prepare an annual report for the Delegate, hold an annual AGM usually at the beginning of the year. make financial decisions for Donations to AGSO review and apply policies are published by the Australian Service Conference and review current policies when needed.

As we are registered as a charity therefore, I submit an annual report around July to ACNC (Australian Charities and Non-for Profits Commission) who is our national regulator for charities. I have enjoyed my position on the Association and would encourage anyone interested in this position to contact me for further information and support.

Birgit

## **POSITION STATEMENT FOR THE ASSOCIATION COMMITTEE FOR SA AREA PRESIDENT**

At the first annual general meeting, arrange for the elections to the positions of President, Vice- President; Secretary; Treasurer, and the Ordinary Members. Assume to role of President when elected

Ensure each Association Committee member is provided with their position statements, a copy

of the Rules and the Associations Incorporation Act 1985. Outline the expectations of the fellowship for their term of office using a time line of reports and returns required – BAS, re-registration of Alateen sponsors, ACNC returns etc.

As President of the Association Committee assume the responsibility for applying Al-Anon policies as published in the *Digest of Al-Anon and Alateen Policies* and any additional Australian policies as approved by the Australian Service Conference.

Decide which of the Committee decisions may require referral to the Assembly with the assistance of the Association Committee

Attend meetings of the Sa Area Service Committee to provide assistance with any issues or concerns.

Convene and Chair the Annual General Meeting and general meetings of the Association Committee and any other Committee meetings.

Prepare the annual report of the Committee on the activities of the Association during the preceding financial year.

Perform an oversight role on the activities of the Association Committee members to ensure compliance with requirements for performing their duties under the Act.

Prepare the Agendas for the Association meetings for him Secretary to distribute to Committee members. Chair the Association Committee meetings.

Lead the Association Committee in managing the business affairs of the Association, ensuring at all times the Association is acting in accordance with the Rules and the law.

Ensure that all periodic returns for Government bodies are completed and provided on time.

Lead the Committee in appointing an eligible member of the Association to fill temporary vacancies on the Association Committee. Appoint a member of the Association Committee to be Secretary if the position becomes vacant

Periodically review the Rules and taken any proposed amendments to the Assembly for discussion and voting.

Attend the SA Area Service Committee meetings to present a report of activities, issues and any concerns affecting the fellowship business.

Organise all files generated each year and save on a USB. At the start of each year arrange with the Association Secretary for them to be transferred to the Office Computer for storage.

