

## Responsibilities of Elected Officers OPS

Qualification for Directors and Officers per CCFAA By Laws 4.9.a.i: Present and past delegates provided they have had at least one (1) year of service in CCFAA, and have regularly attended Delegate Meetings in the twelve (12) months prior to their nomination, as determined by the Board of Directors.

Selection of Board Chair per CCFAA Operating Procedures 14.2.11: Board Chair must be selected from one of the four elected At Large Delegates. **Note:** This occurs at the January Board of Directors Meeting.

- **Delegate Chair** (5-years Sobriety)

**14.3.1** Performs all duties of Delegate Chair and other duties that may be assigned by the Delegates.

**14.3.2** Is completely impartial at all CCFAA Delegate Meetings or special meetings and does not have a vote in any matter before the Delegates.

**14.3.3** Appoints, subject to Delegates' approval committee Chairs. Ensures that all appointed persons meet the qualifications set in the Operating Procedures. May appoint to the position a person with less sobriety when the position remains vacant by the second business meeting.

**14.3.4** Ensures current copies of the Bylaws and Operating Procedures are available at Delegate Meetings.

**14.3.5** Has the minutes of the past twelve Delegate Meetings available at Delegate Meetings.

**14.3.6** Reports monthly to the Delegates on the progress and welfare of the CCFAA.

**14.3.7** Ensures that the Delegate body is operating according to the Articles of Incorporations, Bylaws, Operating Procedures and policies.

**14.3.8** Receives agenda items for Delegates meetings.

**14.3.9** Is responsible for the content and order of the agenda of all CCFAA Delegate meetings.

**14.3.10** Presides at Delegate Meetings and special meetings of the Delegates.

**14.3.11** Is responsible to the Delegates for the implementation of all actions approved by the Delegates.

**14.3.12** May act as chair of Board meetings in the absence of the Board Chair.

- **Assistant Delegate Chair/Area Liaison** (5-years Sobriety)

**14.4.1** Presides over the New Delegates Meeting and shall act as a source of information to new Delegates.

**14.4.2** Ensures that each new Delegate receives a current copy of the CCFAA Bylaws,

Operating Procedures, and the Delegate Handbook.

**14.4.3** Assists the Delegate Chair with orderly conduct of all Delegate Meetings.

**14.4.4** Assists the Delegate Chair in ascertaining the correct wording of motions, identifying seconds and counting votes.

**14.4.5** Prepares agenda for the New Delegate Meeting.

**14.4.6** Attends CCFAA Delegate Meetings, except when attending a conference or other authorized function. Reports to the Delegates on those conferences and functions. The reports are published in the "By The Way".

**14.4.7** May act as Chair of the Delegate Meeting in the absence of the Delegate Chair or may act as Chair of the Board of Directors meetings in the absence of both the Board Chair and Delegate Chair.

- **Treasurer (5-years Sobriety)**

**14.5.1** Reports submitted to the Delegates by the Treasurer shall be retained on file in the Central Office and published in the next "By The Way".

**14.5.2** Knowledge of bookkeeping procedures and office experience is desired.

**14.5.3** The Treasurer shall verify that all payments are allocated to the appropriate budget line item.

**14.5.4** Written reports covering the month prior to the Delegate Meeting will be provided and reported to the Delegates. These reports shall include:

**14.5.4.1** A list of registered groups who have contributed, and their last month's and year-to-date contributions.

**14.5.4.2** A revenue and expenditure statement by category.

**14.5.4.3** Receipts and expenditures at special events shall be verified by the Treasurer and submitted as part of the Treasurer's Report as they occur.

**14.5.4.4** Any other functions for which CCFAA has authorized a budget.

**14.5.4.5** Any revenue or expenditure not covered in another report.

**14.5.5** Ensures the maintenance of a prudent reserve.

**14.5.6** Quarterly, the Treasurer's report will include a summary for the year to date and a net worth statement. The report will be published in the "By The Way".

**14.5.7** Informs the Board of any increases or decreases that are required to the CCFAA budget.

- **Recording Secretary (2-years Sobriety)**

**14.6.1** Take minutes of all Delegate Meetings and submit them to the Central Office within four days for publication in the "By The Way".

**14.6.2** Calls the roll of the Delegates, elected officers and Board members prior to the start of Delegate Meeting and reports to the Delegates the total number of Delegates present.

**14.6.3** Registers any unregistered or new Delegates.

**14.6.4** Records the Delegate Meetings electronically.

**14.6.5** Electronic recordings shall be retained by the Office Manager for a period of twelve months.

**14.6.6** Records all votes taken by the Delegates, noting the number of ayes, nays, and abstentions. Results to be announced to the Delegates upon the closing of the voting.

**14.6.7** Must have served as a group secretary or CCFAA Delegate.

**14.6.8** In the event of the absence of the Secretary, the Delegate Chair shall designate a temporary secretary for that meeting.

**14.6.9** The Recording Secretary shall not use any member's last name, telephone number, or email address in the minutes of CCFAA meetings.

- **Delegates at Large (2) (3-years Sobriety)**

**15.2.1** Oversee the operations of CCFAA and staff.

**15.2.2** Responsible for review of CCFAA operations, policies, and procedures.

**15.2.3** Has oversight of the CCFAA but does not interfere with daily operations.

**15.2.4** Presents policy and action to the CCFAA Delegates for their approval.

**15.2.5** Reports all actions taken by the Board to the Delegates for ratification.

**15.2.6** Ensures preparation of and adherence to an annual budget.

**15.2.7** Recommends other employees' salary adjustments with the Office Manager's concurrence within the Delegate approved budget.

**15.2.8** Ensures compliance with all laws, rules, and regulations.

**15.2.9** Leasing and maintaining office space.

**15.2.10** Presents a monthly report to the Delegates at the regular meeting.

- **Teleservice/Special Needs Chair (3-years Sobriety)**

**16.3.1** The Teleservice Committee Chair must have a minimum of three years of continuous and immediate sobriety and shall have served at least six months as a member of the Teleservice Committee.

**16.3.2** The Teleservice Committee Chair is elected at the regular Delegates meeting in November of each year and assumes office January 1.

**16.3.3** The Term of Office is for one year. The Chair may serve no more than two 2 years in succession.

**16.3.4** The Chair has the authority to appoint committee members as needed to ensure the continuous and proper operation of the committee.

**16.3.5** The Chair may appoint committee members as Assistant Chairs to represent the Committee during his or her absence. An Assistant Chair has the same authority as the Chair.

**16.3.6** This Committee may have Assistant Chair(s), Special Needs Coordinator, Shift Coordinators, shift volunteers and 12-Step volunteers.

**16.3.7** The Chair may remove any committee member who fails to participate in the Committees essential functions, has started drinking or for any other reason that would bring discredit to the Teleservice/Special Needs program and CCFAA. The Chair's decision regarding this matter is final.

**16.3.8** The Chair conducts quarterly meetings with Teleservice Committee members.

**16.3.9** The Chair maintains monthly records of all telephone calls answered by the committee and the number of 12-Step referrals made.

**16.3.10** A report of total calls is made to the Delegates at the regular meeting and shall be published in the "By The Way".

**16.3.11** Shift Volunteers of the Teleservice Committee serve a minimum of six months. In keeping with the spirit of rotation, they shall rotate out of their shift (not switch to another shift) after that time to allow others to serve.

**16.3.12** Shift volunteers suggested six months of sobriety.

**16.3.13** Shift volunteers may serve as a coordinator after working a shift for six months. Volunteers cannot be a substitute or a coordinator without having served on a shift for six months.

**16.3.14** Shift Coordinator positions are a one-year commitment.

**16.3.15** The Committee is guided by the Twelve Traditions and other relevant Alcoholics Anonymous World Service literature as well as the CCFAA Operating Procedures.

**16.3.16** The Chair works with the Office Manager to ensure that committee members have an up-to-date Volunteers Handbook, and teleservice guidelines, meeting schedule and a current "By The Way" each month.

**16.3.17** Part of the function of this committee is to help CCF and its member groups include, carry the AA message to, and serve those with special needs.

**16.3.18** AA members with special needs are defined as persons who are visually impaired; hearing impaired; have mobility disabilities; are chronically ill or homebound; have limited skills; or are alcoholics who do not speak English.

**16.3.19** Members of the committee will explore, develop, and offer alternatives to make 'the AA message', as well as participation in our program' available to everyone with special needs.

- **Bylaws and Operating Procedures Chair (5-years Sobriety)**

**16.4.1** The purpose of this committee is to review the CCFAA Articles of Incorporation, Bylaws, Operating Procedures and policies, and to present to the Delegates any recommended changes.

**16.4.2** The Chair of this committee shall have a minimum of five years of continuous sobriety, an understanding of the Articles of Incorporation, Bylaws, Operating Procedures, and policies of CCFAA, and shall have served as a group secretary or group Delegate to the CCFAA.

**16.4.3** The Chair is elected at the November Delegate Meeting and shall assume the office on January 1. The term of office is one calendar year. The Chair may serve no more than two terms in succession.

**16.4.4** The Chair selects a minimum of three and maximum of five past or present Delegates to serve on this committee. No elected officers or committee Chairs of the CCFAA shall serve on this committee.

**16.4.5** The committee meets as required by the nature of their business.

**16.4.6** The Chair gives a report to the Delegates at the regular monthly meeting.

**16.4.7** The Chair serves as a member of the Board, having voting and decision rights

- **Birthday Club and Faithful Fiver Chair (2-years Sobriety)**

**16.5.1** The BC/FFC Chair has a minimum of two years of continuous and immediate sobriety and must have served as a group secretary or group Delegate.

**16.5.2** The BC/FFC Chair is elected at the regular Delegate Meeting in November of each year and assumes office January 1. The term of office shall be one year. May serve two terms in succession.

**16.5.3** The BC/FFC Chair may select committee members to assist in the operation of the Birthday Club and Faithful Fivers functions. Qualification of committee members is at the discretion of the Chair.

**16.5.4** The BC/FFC Chair contributes a BC/FFC article for the "By The Way" monthly encouraging membership in the Birthday Club and in the Faithful Fivers.

**16.5.5** The BC/FFC Chair will keep brochures current for both the Birthday Club and Faithful Fivers and will provide a supply at each Delegate Meeting

- **PI/CPC Chair (2-years Sobriety)**

**16.6.1** The Chair must have a minimum of two years of continuous and immediate sobriety.

**16.6.2** The Chair is elected at the regular Delegate Meeting in November of each year and assumes office January 1. The term of office shall be one year. May serve two terms in succession.

**16.6.3** The purpose of this committee is to carry the AA message to outside enterprises and professional groups who request AA speakers. This purpose includes identifying and making contact with such organizations to advise them of the Committee's existence and availability to speak.

**16.6.4** The Chair may select committee members to assist in the operation of these functions. Qualification of committee members is at the discretion of the Chair.

**16.6.5** The Committee is guided by the AA Twelve Traditions, AA Guidelines, and AA General Service Conference Manual.

**16.6.6** The Chair is responsible for news releases to the general public concerning the CCFAA.

**16.6.7** The Chair or an appointed committee member acts as liaison to the California Northern Interior Area for PI/CPC.

- **NCCAA Delegate Liaison (5-years Sobriety)**

**16.7.1** The Liaison must have five years of continuous sobriety and have served as a group secretary or group Delegate.

**16.7.2** The term of Office is two years. The Liaison is elected at the Delegate Meeting in November on even numbered years and assumes office January 1st. May not be re-elected to this office until two years have elapsed since serving in the position.

**16.7.3** The Liaison attends NCC Conferences and other related functions. Expenses relative to attending conferences and functions are reimbursed by the CCFAA. Expenses shall not exceed amounts budgeted.

**16.7.4** The Liaison attends CCFAA Delegate Meetings except when attending a conference or other authorized function and reports to the Delegates on those conferences and

- **CCFAA Picnic Chair (2-years Sobriety)**

**16.8.1** The Chair must have a minimum of two years of continuous and immediate sobriety.

**16.8.2** The Chair is elected at the regular Delegate Meeting in November and assumes office January 1st. The term of office is one year. May serve two terms in succession.

**16.8.3** The Picnic Chair may select committee members as deemed necessary to carry out functions of the Committee.

**16.8.4** The Chair is responsible for planning, organizing, promoting, and conducting the event.

**16.8.5** The Chair will not exceed the budget for the event approved by the Delegates.

**16.8.6** The Chair shall keep an accurate account of all expenses and receipts for the event. This accounting will be submitted to the Office Manager along with unpaid invoices and all receipts.

**16.8.7** The Office Manager shall make all payments and submit the accounting to the Treasurer.

**16.8.8** The Chair shall ensure that the tickets for each event are kept separate from each other and that no tickets are discarded for accountability purposes.

**16.8.9** The Chair shall, upon the conclusion of the event, report the final accounting to the Delegates.

- **CCFAA Special Events Chair (2-years Sobriety)**

**16.9.1** The Chair must have a minimum of two years of continuous and immediate sobriety.

**16.9.2** The Chair is elected at the regular Delegate Meeting in November and assumes office January 1st. The term of office is one year. May serve two terms in succession.

**16.9.3** The Special Events Chair may select committee members as deemed necessary to carry out functions of the Committee.

**16.9.4** The Chair is responsible for planning, organizing, promoting, and conducting special events throughout the year, which may also include an anniversary event.

**16.9.5** The Chair will not exceed the budget approved by the Delegates.

**16.9.6** The Chair shall keep an accurate account of all expenses and receipts for the events. This accounting will be submitted to the Office Manager along with unpaid invoices and all receipts.

**16.9.7** The Office Manager shall make all payments and submit the accounting to the Treasurer.

**16.9.8** The Chair shall, upon the conclusion of the events, report the final accounting to the Delegates.

**16.9.9** Expenses shall not exceed amounts budgeted.