

**SOUTHEASTERN PENNSYLVANIA INTERGROUP ASSOCIATION (SEPIA)  
DUTIES OF**

**THE CHAIRPERSON**

**Revised June 2020**

The Chairperson serves as Chief Executive Officer of the Association and, in conjunction with the Steering Committee, provides oversight for SEPIA. The objective is to assure that SEPIA's activities and employees are always operating within the Traditions and Concepts of A.A.; the Association's Bylaws; all federal, state and local laws; and that the informed conscience of member groups is reflected in SEPIA's activities.

The Chairperson chairs the Steering Committee and is available to consult with all of SEPIA's other Steering Committee members and employees. The Chairperson may form ad hoc committees if deemed necessary. The Chairperson attends the five monthly Zone Intergroup Representatives (IGR) meetings on a rotating basis and furnishes a report to the Zone members at each meeting.

The Chairperson, along with the Treasurer, Secretary, and Office Manager, meets with the Association's public accountants when necessary and ensures that audited annual financial results are made available to member groups.

The Chairperson, as stated in Section 7.3 of the Bylaws, appoints an annual nominating committee consisting of active A.A. members who are knowledgeable in Intergroup functions and representative of the five counties to search out the best possible candidates to serve in the available SEPIA service positions. He/she then presents those candidates to the Intergroup Representatives for consideration for election to the vacant positions.

The Chairperson, as stated in Section 4.6 of the Bylaws, with the approval of the Steering Committee, may appoint Steering Committee replacements if vacancies occur between elections.

The Chairperson, in conjunction with the Vice Chairperson and with input from the Treasurer and the Assistant Treasurer, meets with the Office Manager in October of each year to review the manager's performance and to discuss employee's salaries.

The Chairperson is responsible to review for pre-approval proposed expenditures by each of SEPIA's committees.

The Chairperson assists and supports the Vice Chairperson with the Special Events activities as needed throughout the year.

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**Chairperson Job Description**

The Chairperson, along with the Vice Chairperson, Treasurer, and Assistant Treasurer, are co-signers and/or second signers on the checking account. All checks for the organization must be signed by one of the co-signers. New signature cards are needed each fiscal year.