



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

CHAIR #1 - CHAIRMAN

(Supervisory and Administrative)

1. Designates the time and place of all Harbor Area Service Board meetings.
2. Notifies all Board members and interested parties.
3. Formulates the agenda and chairs the Board meeting.
4. Edits the Board's minutes and presents them at the HASC meetings.
5. Carries out such duties as necessary for the administration of the Harbor Area Central Office in his/her capacity as Office Manager.
6. Central Office employees and office procedures are the responsibility of the Board and are under the direct supervision of the Chairman of the Board, who will act as Office Manager.
7. Performs as authorized signatory for all bank accounts.
8. Attends or appoints a representative to attend all meetings of major committees affecting A.A. as a whole in the Harbor Area including Hospital and Institutional Committee, General Service meetings, and Harbor Area Service Committee meetings, etc.
9. Implements such action, wherever applicable, as authorized by the Service Board and/or the Harbor Area Service Committee.