

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

ZONE COORDINATOR

Revised June 2020

The Zone Coordinator serves as chief officer of the county zone and, in conjunction with the Steering Committee, provides local oversight for SEPIA's representatives. The objective is to assure that the zone's activities always operate 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 in the zone is reflected in SEPIA's activities.

The Zone Coordinator is required to chair the monthly zone Intergroup Reps' meeting, attend the monthly Steering Committee, and attend all Steering Committee functions. They should be available to consult with SEPIA's other Steering Committee members and employees when needed.

The Zone Coordinator is responsible for bringing back reports from the Steering Committee to its member groups.

The Zone Coordinator is responsible for preparing an annual budget for approval to the SEPIA Treasurer and Assistant Treasurer by the September Steering Committee meeting.

The Zone Coordinator must oversee elections by their representative groups for Alternate Zone Coordinator as well as liaisons to the Treatment Facilities, Prisons, Public Information, Cooperation with the Professional Community, Archives, Unity and Interphones Committees, if needed. The Zone Coordinator will oversee the distribution of Treatment Facilities and Prison commitments for their zone.

The Zone Coordinator supports the Special Events Committee by attending all events sponsored by the committee and is expected to attend and support the annual Round-Up, all SEPIA-hosted breakfasts/dinners, and any other SEPIA events. The Zone Coordinator also supports the Unity Committee by attending the annual Unity Picnic and all Unity Pitch events when possible.

