



## **HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS**

### **DELEGATE REGISTRATION PERSON**

*(Sobriety requirement: 24 months)*

The Harbor Area Service Delegate Registration Person, who serves as a liaison to group delegates, is elected to:

- ◆ welcome and sign-in delegates
- ◆ explain voting guidelines to new delegates
- ◆ summarize meeting procedures
- ◆ provide new delegate packet
- ◆ track attendance

The Delegate Registration Person, in accordance with the Harbor Area Service Committee bylaws, will:

- ◆ Track monthly eligible votes; all delegates and alternate delegates will be registered with Central Office ten (10) days prior to having a vote in the service committee meeting.
- ◆ Monitor attendance. Any group that has not had a delegate or alternate delegate present at the Harbor Area Service Committee meetings for three (3) consecutive months shall be subject to voluntary quit rule.
- ◆ Advise that a quorum comprising of a majority of the average number of delegates present at the last three (3) preceding meetings exists.
- ◆ Provide Central Office with original sign-in sheets and delegate forms.
- ◆ Call for a quorum check if it appears that a significant number of delegates have left the meeting and call the roll of signed in delegates