

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

**ALTERNATE ZONE COORDINATOR**

**Revised June 2020**

The Alternate Zone Coordinator serves as the assistant officer of the 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 Alternate Zone Coordinator is expected to fill in for the Zone Coordinator in the event that he/she cannot attend the monthly Zone meeting, the Steering Committee meeting, and other SEPIA. functions. They should also be available to consult with all of SEPIA's other Steering Committee members and employees when needed.

In the absence of the Zone Coordinator, the Alternate Zone Coordinator is responsible for bringing back reports from the Steering Committee to its member groups.

The Alternate Zone Coordinator should assist the Zone Coordinator in preparing an annual budget to be presented for approval to the SEPIA Treasurer and Assistant Treasurer.

In the absence of the Zone Coordinator, the Alternate Zone Coordinator must oversee elections by their representative groups for 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 Alternate Zone Coordinator will oversee the distribution of Treatment Facilities and Prison commitments for their zone.

The Alternate Zone Coordinator is responsible for the new representative orientation to be held at the monthly meeting of the groups in their zone.

The Alternate 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 Alternate Zone Coordinator also supports the Unity Committee by attending the annual Unity Picnic and all Unity Pitch events when possible.