

BOARD OF DIRECTORS OF KANSAS AREA ASSEMBLY OF
ALCOHOLICS ANONYMOUS, INC,
RESPONSIBILITIES OF BOARD OF DIRECTORS.

1. JANUARY BOARD MEETING.

- a. Provide separate and additional time for orientation of new directors.
- b. Secretary, obtain resignations of newly elected board members dated to take effect at the end of their term of service.
- c. Review Office Managers contract.
- d. Review office space lease contract.
- e. Review office machine lease agreements.
- f. Review office property and liability insurance policies.
- g. Review proposed Area 25 final budget for the year.
- h. Treasurer, obtain necessary signatures for corporate checking account, (see Area 25 Guidelines)
- i. Review Area 25 Conference facility contract for the current year.
- g. Chairperson, prepare report & recommendations for presentation to Assembly for approval.

2. APRIL BOARD MEETING

- a. Review any new contracts Area Conference and/or Area Assembly.
- b. Make sure federal tax form 990 is being prepared for filing on the 15th of May.
- c. Web domain names: .org, .net, .com; payment due in May.
- d. Review Area Budget and expenses to date.
- E. Chairperson, prepare report & recommendations for presentation to Area Committee.

3. JULY BOARD MEETING.

- a. Review area expenses and budget to date.
- b. Review Area 25 Conference Contract for upcoming year.
- c. Review Area 25 Budget Committee members' composition. (see area guidelines.)
- d. Chairperson, prepare board report & recommendations for presentation to Area Assembly for approval.

4. OCTOBER BOARD MEETING.

- a. Review area expenses and budget to date.
- b. Review Area Budget Committee report.
- c. Review Area Audit Committee report.
- d. Chairperson, prepare board report & recommendations for Area Committee.

****ALL AREA 25 CONTRACTS SHOULD BE ISSUED IN NAME OF KANSAS AREA ASSEMBLY OF ALCOHOLICS ANONYMOUS, INC. AND MUST BE COUNTER SIGNED BY BOARD CHAIRPERSON OR VICE-CHAIRPERSON FOR LEGAL LIABILITY REASONS.**