



Area Leader and Area Team Guide

A. Purpose

The Board of Directors establishes Areas and appoints an Area Leader or Area Team to be responsible for all Recovery International functions in their specific Areas in order to help carry out the mission of Recovery International. All candidates for Area Leader and Area Teams are first reviewed by the Area Support and Training Team (ASTT) and then recommended for certification to the Board of Directors. Area Leaders and Area Team members are re-certified annually by ASTT and the Board of Directors.

To accomplish the work involved, Area Leaders and Area Teams have the freedom under Recovery's overall policies and procedures to appoint and delegate activities to Team Members, Assistant Area Leaders and other Area representatives as needed.

B. Four Major Aspects of Area Leadership

1. Group Maintenance and Development:

- a. Maintain the effective functioning of existing groups.
- b. Encourage the development of new groups—continuously seek out and encourage new Group Leaders.

2. Leader Training:

- a. Conduct monthly leaders meetings that provide an opportunity for:
 - i. Demonstration of the Method and for Leaders to give their own examples
 - ii. Disseminate and discuss various aspects of Recovery International policies and procedures
 - iii. Discussions regarding Leaders' training needs and other Area needs, activities and initiatives
- b. Visit group meetings periodically, in Areas where distances make this feasible.
- c. Submit an annual certification form for each Group Leader to the Board of Directors.
- d. Undertake activities that assist, support and encourage group leaders and assistant group leaders, including motivational activities such as certificates of appreciation in five-year increments.

3. Finances:

- a. Be responsible for all funds collected in the name of Recovery International and see that proper controls exist for the collection and disbursement of funds according to Recovery International policy (see Area Treasury Guide).
- b. Submit annual and other reports to Headquarters as requested.

4. Communication:

- a. *Internal* – maintain frequent and consistent communication with all Area volunteers and Group Leaders/Assistant Group Leaders through such means as newsletters, telephone calls, meetings, and so on.
- b. *External* – plan and conduct communications activities designed to broaden the knowledge of Recovery International on the part of both the general public and the mental health community (including professionals), toward the goal of increasing attendance at meetings. Such activities include conducting demonstration panels, exhibiting at various community and mental health events, reaching out to professional contacts, maintaining relationships with other organizations, etc.

C. Area Volunteers. To accomplish these functions, the Area Leader/Area Team should appoint and delegate:

- 1. Required:** Assistant Area Leader (or Area Contact in the case of an Area Team) and a Treasurer. The Assistant Area Leader and the Area Treasurer should not be the spouse or other close relative of the Area Leader or Team Member.
- 2. Optional:** Other Area Volunteer Positions: Demonstration Panel Coordinator, Newsletter Editor, Telephone Secretary, District Leader (if applicable) .
- 3.** In addition, the Area Leader/Area Team should seek to continuously identify and encourage new Area volunteers, and in particular be mindful of identifying and encouraging potential successors.

D. Other responsibilities:

- 1.** Provide administrative problem-solving expertise through assisting Area personnel in their efforts to administer Recovery International policies.
- 2.** Be in communication with the Board regarding the status and needs of the Area by submitting reports as requested and maintaining contact with ASTT contact.