

## Maryland & District of Columbia Area

### Guidelines for Area Steering Committee Members

April 2017

#### Preamble

The five Area Officers (Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer) form the Area Steering Committee.

In addition to the duties and responsibilities listed for each of these positions, each Area Officer has duties and responsibilities associated with being on the Steering Committee.

#### Board of Directors – Corporate Responsibilities

The Steering Committee is the Board of Directors for our corporation, *AFG of MD & DC Inc*, which is a 501(c)(3) non-profit corporation. Thus the Steering Committee is responsible for ensuring that the corporation operates according to the law and adheres to its Articles of Incorporation and Bylaws.

The Steering Committee members are not expected to be legal experts on corporate law. However, each Steering Committee member must be aware of the basic legal requirements for the operation of a 501(c)(3) corporation. Moreover, if a situation arises where we are told our corporation is not in accordance with the law, then the Steering Committee members have the obligation to follow up to determine whether that is in fact the case and take appropriate corrective action to ensure adherence to the law.

Each Steering Committee member needs to be thoroughly familiar with the corporation's Articles of Incorporation and Bylaws in order to be sure the corporation is in compliance with them.

As Directors, the Steering Committee members are also responsible for the long-term planning necessary for the survival and health of the corporation.

#### Executive Committee

The Steering Committee also functions as an Executive Committee and has the responsibility for transacting Area business that cannot be delayed until the next Area Assembly. The necessity for such urgent action does not arise very often. One example is when the Steering Committee modified the *Area Alateen Safety Guidelines* in order to maintain our liability insurance.

#### Area Bylaws

Other duties and responsibilities of the Steering Committee are described in the corporation Bylaws.