

**POSITION TITLE:** Secretary

**UPDATE DATE:** 6/22/2018

**UPDATED BY:** Secretary (Panel 56, 2016-2018)

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#### **POSITION DESCRIPTION**

The Area Secretary is responsible to keep a written record of all business meetings using word processing software, make updates to the Area Policy Manual, and do correspondence as necessary.

#### **JOB REQUIREMENTS**

- ❖ Good communication and organizational skills.
- ❖ Good working knowledge of English language (spelling, punctuation, etc.).
- ❖ Working knowledge of word processing software.
- ❖ Proficient with using email (a computer is provided by the Area).
- ❖ *Useful skills: Familiar with the Twelve Concepts of Service.*

#### **DUTIES & RESPONSIBILITIES**

- ❖ As needed
  - Update Officer, Coordinator and District Rep contact information and distribute periodically to the members of the AWSC. Send changes to the Delegate who will communicate them to the WSO.
  - Maintain an inventory of all Area-owned equipment. Include it in the Secretary's report.
  - If the Delegate cannot attend any AA Conference, participate in the Regional Alateen Convention, District Workshops or the TEAM event, the Alternate Delegate will represent the Delegate. This is followed by the Chair, Secretary, and Treasurer if the Alternate cannot attend.
  - Following your term, act as a mentor to your successor.
- ❖ Semi-annual
  - For the Spring and Fall Assemblies: At least three weeks prior to the Assembly, distribute the minutes from the prior meeting, and other materials (including AWSC members' reports) to members of the AWSC, currently via the website. District Reps are then responsible for distributing them to all the groups in their District. Mail or email the flyer to groups in unrepresented Districts (those without a DR). Attend Assemblies.
  - For the AWSC: At least three weeks prior to the AWSC, distribute the minutes from the prior meeting, and other materials (including AWSC members' reports) to members of the AWSC, currently via the website. Attend AWSC meetings.
  - For the Policy Committee Meeting: Distribute the agenda, minutes from the prior meeting, and other materials to members of the Policy Committee, currently via the website.
  - Keep an electronic copy of meetings and other proceedings. Include: reports submitted by Officers, Coordinators and District Representatives; agendas and approved minutes; Assembly flyers and programs.

- Update the WIUPMI-Area 61 Policy Manual and Addendum document for approved policy and housekeeping changes. After a consensus of Policy Committee members has approved housekeeping changes to policy, they will be added to the Policy Manual.  
Significant housekeeping changes will show the Assembly as the revision date. Insignificant changes will have no date. See examples below:
  - Significant housekeeping changes, 1) language updates to reflect related policy changes in other sections; and 2) changes to clarify the original intent of the policy.
  - Insignificant housekeeping changes, 1) typos; 2) grammar-corrections; and 3) sentence structure. Post on the website.
- Work with the Web Site Coordinator to post AWSC, Assembly and Policy Committee meeting materials on the secure Member pages of the website.
- ❖ Every 3 years/End of term
  - Produce a hard copy of the WIUPMI-Area 61 Policy Manual to be printed and available to all groups. Backup onto a computer disk for safekeeping.
  - Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

**PUBLISHED RESOURCES**

- ❖ Al-Anon/Alateen Service Manual, e.g., Al-Anon/Alateen Service Manual: World Service Handbook, Duties of Assembly Members, Secretary section.
- ❖ WIUPMI-Area 61 Policy Manual.

**OTHER RESOURCES**

- ❖ Computer and printer manuals.
- ❖ Former Secretaries.