

**POSITION TITLE:** Secretary

**UPDATE DATE:** 7/2021

**UPDATED BY:** Secretary (Panel 59, 2019-2021)

---

#### **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.
- ❖ *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.
  - Update the WIUPMI-Area 61 Policy Manual and Addendum document with approved policy and housekeeping changes and submit to the Webmaster for posting.
  - Back-up Area Secretary computer files on an external drive as changes occur.
  - 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
  - Attend Policy Committee meetings, AWSC meetings, and Assemblies. Submit a Secretary's report by the deadline.
  - AWSC Meetings, Assemblies, and Policy Committee Meetings: At least three weeks prior distribute the minutes from the prior meeting and other materials submitted (including reports and documents) to the Website Coordinator for posting on the secure Member pages of the website.
  - Oversee all AWSC and Assembly reports and documents; including emailing deadline reminders, consolidating the reports into categories, and submitting them for posting on the website well in advance of the meeting.
  - Assemblies: District Representatives (DRs) are responsible for distributing materials to all the groups in their District. For unrepresented districts (those without a DR) email or mail the Assembly flyer; it may take phone calls to unrepresented groups to get addresses.
  - Take minutes at all the AWSC meetings, Assemblies, and Policy Committee meetings. The Area provides a voice recorder for recoding and reviewing what was said at the meetings. The minutes are stored electronically, and forwarded to all AWSC members, DRs and Past Delegates and the Website Coordinator for posting on the Area 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 Motion Log after each meeting.
- Work with the Website 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 revised hard copy of the WIUPMI-Area 61 Policy Manual to be printed and distribute to each district for their groups and posted on the website. 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.