

**POSITION TITLE: Alternate Secretary****UPDATE DATE:** 9/2022**UPDATED BY:** Interim Secretary (Panel 62, August 2022-May 2023)

---

**POSITION DESCRIPTION**

The Area Alternate 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.
- ❖ Have access to a computer and be proficient with using email.
- ❖ Useful skills: Familiar with the Twelve Concepts of Service.
- ❖ Must meet requirements as stated in the WIUPMI Policy Manual, General Policies section if at any time must step in for Secretary:
  - An outgoing District Representative (DR), a DR who has resigned his/her position to serve a current Assembly assignment, or a former 3-year DR who remains active at the Area level, i.e., Area World Service Committee (AWSC) and regularly attends meetings.

**DUTIES & RESPONSIBILITIES**

- Completes the term of Secretary if the Secretary is unable to.
- To fill in as Secretary at business meetings when necessary.
- Attend Policy Committee meetings, AWSC meetings, and Assemblies
- May be asked to assist Secretary by:
  - taking minutes at meetings
  - reviewing minutes of meetings
  - updating rosters for: Officer/Coordinators, Past Delegates, and District Representatives
  - consolidating reports into categories
  - updating the WIUPMI-Area 61 Policy Manual
  - updating the Motion Log
  - after your Panel is completed, mentor the new Alternate Secretary.

**PUBLISHED RESOURCES**

- ❖ Al-Anon/Alateen Service Manual
- ❖ WIUPMI Policy Manual

**OTHER RESOURCES**

- ❖ Secretary job description
- ❖ Former Secretaries