

Colorado Area Secretary Job Description

Per Al-Anon/Alateen Service Manual 2006 – 2009 (pages 146 – 148)

The duties of the Area Secretary includes attending to all regular secretarial work in regards to taking and disseminating minutes of all Colorado Area meetings.

Minutes

- Prior to Assembly, solicit written reports from AWSC (traditionally through email although may also be via hard copy) to be used within the meeting minutes
- Take Assembly minutes, getting motions in writing to keep concise record of discussion
- Combine written AWSC reports and notes taken at Assembly to create first draft of minutes which are sent to AWSC for corrections(awsc@al-anon-co.org). Traditionally this takes place one month before Assembly
- Gather lists of AWSC, GRs and Current Mailing Addresses from Records Coordinator for distribution of final minutes. Current preferred method of distribution is email yet some snail mail distribution is also done per individual preference
- Send corrected minutes to list described above plus list of members at large who have requested email minutes
- Maintain minutes of all AWSC meetings which are distributed to AWSC only

Meetings

- Perform roll call for all AWSC and Assembly meetings (GR, AWSC, Area officers, service center representatives, past delegates included)
- Offer copies (25-30) of following lists as needed: Assembly minutes (additional copies provided for GR orientation) and Colorado speakers list
- Offers opportunity for GRs (or CMAs) sign-up to receive minutes via email rather than snail mail and gives new email addresses to Records Coordinator.
- Gather current contact information for Officers, Coordinators, DRs, State Convention Chairs, Weekend-In-Al-Anon (WIA) Chair, Day-In-Al-Anon (DIA) Chair, Service Center Liaisons, and Action Committee Chairs – and gives to Records Coordinator.

Other Duties

- Maintain 2 pieces legal documentation regarding 501(c)3 status for every Assembly: 1) Membership Meeting stating place and dates of Assembly along with any newly elected names/positions, the Secretary's signature; 2) Board Consent stating place and dates of Assembly along with all Directors/Officers' signatures. These forms are stamped with official seal and kept along with minutes in Secretary's records.
- Maintain Motions Document – Copy motions from end of minutes to the end of the "permanent" Area 5 Motions Document which goes back to the 1970's.
- Maintain current copy of Colorado Speakers list
- Write a Report for the Area newsletter, the *Butterfly*, prior to each Assembly, submitting it by the editor's deadline to butterfly@al-anon-co.org.
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within budgeted amounts. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly, prior to making expenditures.
- Provide WSO with New Officers, Coordinators, and DRs ONLY - Sends names/contact information via email to WSO (wso@al-anon-alateen.org - Attn: Records) with changes in red using the official WSO form. **Colorado Area chairs and service centers reps are not a part of this group**
- Maintain current workbook for next Area Secretary
- Be available to offer experience strength and hope for future Secretaries