

Area Secretary

A. Per World Service Handbook; revised 2002-2004 pages 136-137.

The duties of the Area Secretary are:

1. Compiles a complete mailing list of all GRs, DRs, officers, and coordinators and keeps it up to date. (The Area Records Coordinator does this in Colorado.)
2. Sends out all notices of assembly and Area World Service Committee meetings.
3. Attends to all regular secretarial work and takes minutes of all meetings. These should be sent to the Area committee members soon after the meeting and be recorded in a permanent minutes book to be passed along to the successor.
4. At election assemblies, calls the roll of all voting members and lists on the chalkboard candidates for office.
5. Sends to the Conference Administrator at WSO the names and addresses of the Area World Service Committee.

B. Additional duties as practiced by past Secretaries.

1. Minutes
 - a) Attend assemblies and AWSC meetings, take accurate notes to prepare minutes of the meetings. Minutes are records of actions taken, no names should be revealed (except, for example, first name of who made a motion, new committee members, changes, new officers) . “Principles before personalities.” Minutes should be brief. “Discussion” can be substituted for dialogs.
 - b) Mail assembly and AWSC minutes bulk mail to:
 - All Area groups (per assembly vote Nov. 1993)
 - AWSC members
 - Area AA Secretary – to forward to AA Chair.A mailing permit with the Secretary is provided for in the Area guidelines.
 - c) Mail assembly and AWSC minutes first class to Conference Administrator at WSO.
 - d) Set out extra sets of minutes of the previous assembly at the current assembly.
2. Attendance Records
 - a) Maintains record of attendance of officers, coordinators, DRs, and GRs at area assemblies and area WSC meetings. Official GR count is taken in concert with DR roll call. DR asks District GRs to stand and count is then taken. This GR

count is for voting purposes as well as for the Traveling Banner. Arrange with another member to tally percentage of GRs present at an assembly for each District.

- b) Sends copies of attendance at all meetings to Delegate, Records Coordinator, and Area Chairperson.
 - c) Arranges for ballot collectors and counter to tally votes at the Election Assembly.
 - d) Forwards all mail concerning changes in group, office, time, address, etc., to the Records Coordinator.
3. Calendar of Events
- a) Provides a calendar of upcoming events to the assembly. This is to be shown on an overhead projector transparency during the assembly so that members may copy it at their leisure. (Most events have fliers available and this is not used very often.)
 - b) Mails calendar of upcoming events (Area only) to WSO for inclusion in the *Forum* and *Al-Anon Talks*. Notice to be sent as soon as known.
 - c) Attempts to find out the location of the next assembly before the Sunday AWSC meeting at assemblies. Since AA decides these locations, we must obtain the information from the AA secretary or officer.
4. General Secretarial
- a) Sends thank you notes to the District hosting the Area Assembly as well as to the AA Host Committee.
 - b) Maintains accurate financial records and submits to the Area Treasurer on the form provided in a timely manner to comply with the IRS requirements. Provides expenses forms if secretary wishes to be reimbursed. The credit will appear in the Revenue column as a contribution, thus an accurate record of expense will be maintained.
 - c) Writes an article for each issue of *The Butterfly*.
 - d) Maintains a copy of the current Area guidelines and provides copies upon request.
 - e) Maintains copies of position descriptions and provides copies upon request.

Revised 2003