

AREA SECRETARY

QUALIFICATIONS:

- Any Al-Anon/ Alateen member who is not also a member of AA is eligible to serve.
- Secretarial skills very helpful as well as computer skills—use Word software, Adobe Reader for .pdfs, have access to email and the internet.
- Be thoroughly familiar with the current *Al-Anon Alateen Service Manual*, *World Service Guidelines*, and have a working knowledge of the Steps, Traditions, and Concepts of Service.
- Be available to travel throughout the Area.
- Be willing to have name, address and phone number published in Area newsletter.
- Be available to serve three years.

DUTIES:

- Prepare and maintain a Secretary's notebook.
- Perform all regular secretarial requirements for the Area such as notifying those business persons with whom the Area conducts business of any change of address and/or ensure they have the correct address. This includes State of Maryland Comptroller of the Treasury Retail tax Division, Post Office, Bonding Company, Liability Insurance Company, etc.
- Attend all Area World Service Committee meetings (2 per year), and:
 - a. Give secretary's report, reading minutes of the last Area World Service Committee meeting for approval.
 - b. Vote on issues.
 - c. Record and transcribe minutes of present Area World Service Committee meeting with copy to be sent to all AWSC members, copy to be published in the *Al-Anon-Cer* as soon as possible and a copy for Secretary's notebook.
- Attend all Area Assemblies (2 per year) and:
 - a. Prepare sign-in sheets previous to Area Assembly for Group Representatives and/or Alternate Group Representatives to establish a correct count of voting members.
 - b. Give Secretary's report, read minutes of last Area Assembly for approval.
 - c. Vote on issues only if holding the service position of Group Representative.
 - d. Record and transcribe minutes of present Area Assembly meeting, copies to be sent to AWSC members, Secretary's notebook, *Al-Anon-Cer* for publication as soon as possible, and a copy to Conference Administrator at the World Service Office.
- As soon as possible after the Fall AWSC meeting, send to the Host District Representatives the *Area Suggested Guideline for Hosting an Area World Service Committee Meeting* and for those hosting District Representatives of an Assembly, send *Suggested Guideline for Hosting an Area Assembly*, along with Area suggestions for a flyer to be published in *Al-Anon-Cer*. Follow up by phone if there is no response and notify Area Chairman.
- At Election Assembly:
 - Have available ballot cards to be passed out to voting members.
 - Appoint tellers (usually non-voting members) to collect votes and count them.
 - Bring chalkboard to write names of candidates on.
 - Record and transcribe minutes of Election Assembly, copies to be sent to all AWSC members, Secretary's notebook, and copy mailed to *Al-Anon-Cer* for publication in next issue.
- Maintain Secretary's notebook with information and reports to be given to the next Secretary.
- Prepare written report at the end of service term with hope and thoughts and ideas for the Area to be given to the Area Archivist.