

Maryland & District of Columbia Area

Guidelines for Area Secretary

April 2017

The **Secretary** is a Director of Area 24 and performs all regular secretarial assignments, including recording the minutes of the Assembly and AWSC meetings, presenting the minutes for approval and adoption, and handling correspondence that is not channeled to another specific position or committee.

Eligibility and Qualifications:

- Any AI-Anon member who is not also a member of Alcoholics Anonymous and who has served at least 3 years as Secretary at the district, AIS, or Area convention level is eligible.
- Be familiar with the
 - AI-Anon/Alateen Service Manual.
 - Guidelines from the World Service Office, especially those regarding the duties of Area Officers.
 - The Area Articles of Incorporation and the Area Bylaws.
- Have a good understanding of the Steps, Traditions, and Concepts of Service.
- Be able to use a computer, use Microsoft® Word, send out emails, convert files to PDF.
- Be willing to have name, address, phone number, and Email address available to AI-Anon members.
- Be available to travel throughout the Area.
- Be available to serve three years.
- Understand that accepting this position means becoming a Director of AFG of MD & DC Inc and incurring legal and fiduciary responsibilities.

Responsibilities and Duties:

- The Area Secretary is a member of the Area Steering Committee. The members of the Area Steering Committee have additional obligations and responsibilities. See the *Guidelines for Area Steering Committee Members*.
- The duties of the Area Secretary are described in the *AI-Anon Alateen Service Manual*.

- 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. These include
 - State of Maryland Comptroller of the Treasury Retail tax Division.
 - Post Office.
 - Insurance agents and companies.
- Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
- Meeting minutes.
 - Record and transcribe minutes of Area Assemblies and AWSC meetings.
 - Send draft of minutes to the Steering Committee for an initial review.
 - After the Steering Committee review send the minutes to the AL-ANON-CER for publication in the next issue.
 - Final corrections to Assembly minutes may be made at the next Assembly. Final corrections to AWSC meeting minutes may be made at the next AWSC meeting. Because the minutes have been published in the AL-ANON-CER, there is usually no need to read the full minutes at these meetings; however, a summary of significant points may be presented.
 - Maintain a copy of the final approved minutes for the Area records.
- Serve as recording Secretary of the Steering Committee.
 - Record and transcribe minutes of the meetings of the Steering Committee. [For some routine matters, approval of Convention budgets for example, the Steering Committee does not formally meet but acts by Email.]
 - Steering Committee minutes, particularly when the Steering Committee is acting in its role as Board of Directors for the corporation, do not need to be detailed. The Secretary need only report the wording of any motion, date of the decision, and whether the motion passed.
 - Report all Steering Committee decisions and actions at the next Area Assembly.
- Maintain and update corporate records.
 - Prepare and maintain a list of all important corporate records.
 - Ensure that these records maintained together in a repository where they are accessible to all Steering Committee members. [This repository should have a backup copy in a location known to all Steering Committee members.]
 - Add updates to this repository as they occur.
- Along with Area Chairperson, assist the district hosting an Area meeting (either Area World Service Committee meeting or Area Assembly).
- Make sure that all materials needed for an efficient voting procedure are available at the Election Assembly.
- Prepare written or typed report of activities, information, thoughts and ideas for the Area Archivist at the end of your term of service.
- Maintain Secretary's notebook with information and reports to be given to the next Secretary.