



Al-Anon Family Group – Tennessee Area 52

Service Position Description Secretary

Primary Duties:

- Attend scheduled Area meetings
- Take minutes of each Area meeting, post them to the Area e-tree within two (2) weeks of each meeting and provide them to the Traveler Editor before the next deadline; post the draft meeting minutes on the AWSC e-tree and bring hard copies to the following meeting for final approval (AWSC meeting minutes will be brought to the next AWSC meeting, and Assembly meeting minutes will be brought to the next Assembly meeting)
- Take minutes of all called meetings of Area officers
- Provide registration materials for each Area meeting
 - Badges (plastic badges for AWSC and paper name tags for Assembly)
 - Sign-in sheets
 - Pens and markers
- Bring the following to each Area meeting:
 - Blank motion forms
 - Box for the completed motion forms
 - Blank ballot paper
 - One flip chart
 - Recording device
 - A box for the "Ask-It" Basket questions
 - A box for the "GR Concerns" or "ESH" questions
 - Copies of the meeting agenda
 - Copies of the previous meeting minutes for approval
 - Epson Projector
- Keep AWSC Member Contact List updated
- Keep a historical log of motions/resolutions, including regular updates
- Participate in WSO AFG Connects, discussion boards or conference calls, if available
- Serve as Secretary of the Board of Directors for Al-Anon Family Group – Tennessee, and attend Board meetings as required
- File the Corporation Annual Report with the State of Tennessee

Other Duties:

- Submit budget request to Treasurer two weeks prior to the Fall AWSC meeting.
- Perform election assembly duties, as outlined in the current AI-Anon/Alateen Service Manual.
- Maintain a Secretary Notebook, to include the following for each Area meeting and called officer's meeting during the term:
 - Agenda
 - Minutes
 - Sign-in sheets
 - Original motion sheets
 - Copies of the Traveler, including all reports
- Deliver the Secretary Notebook to the Area Archivist at the end of the term
- Maintain electronic copies of all of the documents contained in the Secretary Notebook and deliver to the Area Archivist at the end of the term with the Secretary Notebook
- Audio record each meeting (or arrange for this to be done by someone else); deliver audio recordings to Area Archivist at the end of the term
- Include the following information in the minutes for each Area meeting:
 - The number of GR's and DR's present
 - The "Ask-It Basket" questions
 - The "GR Concerns" or "ESH" questions
 - All motions that were presented at the meeting, including the disposition of the motion and the vote count
- Update the historical account of all motions from the term and give to the Area Archivist at the end of the term
- Keep the Area Officers' and Coordinators' Service Position Descriptions updated
- Serve as e-tree communications back-up for the term
- Deliver pertinent information relating to the service position to the incoming Secretary

Basic Skills Required:

- Access to the internet, e-mail and the AWSC e-tree
- Basic written communication skills, including writing, editing and distributing documents using Microsoft Word, Excel and .pdf applications for Area meetings, over the e-tree and by e-mail
- Good oral communication skills
- Access to a photocopier or copy service to make large numbers of paper copies for Area meetings

Basic Requirements of all Area Officers/Coordinators:

- Regularly attend Al-Anon meetings
- Have a personal sponsor
- Have or be willing to seek a service sponsor
- Have previously served in Al-Anon service at the Group, District, AIS or Area level
- Attend all scheduled Area meetings during the term
- Have the ability and willingness to communicate with other officers and coordinators
- Are thoroughly familiar with the current Al-Anon/Alateen Service Manual
- Have a working knowledge of the Steps, Traditions and Concepts of Service
- Follow job duties as outlined in the current Al-Anon/Alateen Service Manual and WSO Guidelines
- Willing to share experience, strength and hope with the next person who fills this position
- Willing to have name, address, phone number and e-mail address published in Tennessee Area 52 publications
- Able and willing to serve a three-year term
- Is not also a member of Alcoholics Anonymous

In the event the elected or appointed Trusted Servant cannot or will not perform the responsibilities contained in the Service Position Description, the Area Chairperson will contact the Trusted Servant and attempt to resolve the issues. If the Trusted Servant remains unwilling or unable to perform these responsibilities, further action including removal may be considered.

Removal of an Officer/Coordinator may be considered if he/she is:

- Absent at two or more consecutive Area meetings without advance notice
- Not carrying out the responsibilities listed in the Service Position Description