

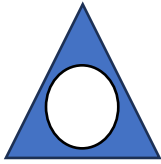
# Al-Anon Family Groups-Tennessee Area 52

## Secretary

Approved: 05/17/2024

### DUTIES

- A. Is familiar with “Basic Skills and Knowledge Requirements of All Area Officers and Coordinators”.
- B. Attends scheduled Area meetings
- C. Minutes of Area Meetings
  1. Take minutes of each Area meeting
  2. Posts them to the Area e-tree within two (2) weeks of each meeting and
  3. Provides them to the Traveler Editor before the next deadline
  4. Posts the draft meeting minutes on the AWSC e-tree
  5. Brings 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).
- D. Takes minutes of all called meetings of Area officers
- E. Provides registration materials for each Area meeting
  1. Badges (plastic badges for AWSC and paper name tags for Assembly)
  2. Sign-in sheets
  3. Pens and markers
  4. Bring the following to each Area meeting:
    - a) Blank motion forms
    - b) Box for the completed motion forms
    - c) Blank ballot paper
    - d) Recording device
    - e) A box for the “Ask-It” Basket questions
    - f) A box for the “GR Concerns” or “ESH” questions
    - g) Copies of the meeting agenda
- F. Keeps AWSC Member Contact List updated
- G. Updates the *Currently Used Resolutions*, posts to the Area electronic platform and gives it to the Area Archivist at year end.
- H. Serves as Secretary of the Board of Directors for Al-Anon Family Group – Tennessee and attends Board meetings as required.
- I. Files the Corporation Annual Report with the State of Tennessee
- J. Performs election Assembly duties, as outlined in the current Al-Anon/Alateen Service Manual and Area Election Procedures.
- K. Maintains the secretary notebook to include the following for each Area meeting and called officers’ meetings during the term:
  1. Agenda
  2. Minutes
  3. Sign-in sheets
  4. Original motion sheets
  5. Copies of the Traveler



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- L. Delivers the Secretary's Notebook to the Area Archivist at the end of the term.
- M. Maintains electronic copies of all the documents contained in the Secretary's Notebook and delivers them to the Area Archivist at the end of the term.
- N. Assures audio recordings are made at each meeting for the secretary's use.
- O. Communicates with the technology coordinator to assure that audio recordings are deleted after the minutes are approved.
- P. Includes the following information in the minutes for each Area meeting:
  - 1. The "Ask-It Basket" questions
  - 2. The "GR Concerns" or "ESH" questions
  - 3. All motions that were presented at the meeting, including the disposition of the motion and the vote count
- Q. Uploads to the Area electronic platform the updated Area Service Position descriptions, Area Guidelines, and forms as necessary. Notifies the website coordinator of the updates.
- R. Serves as the Area electronic platform co-owner for the term.