

**TEXAS EAST ARE 53 SECRETARY
JOB DESCRIPTION**

TERM LENGTH: Three Years (Beginning January 1, after election).

PURPOSE: *To record the minutes and maintain the official records of the Area. Primarily, the Secretary attends to all the regular secretarial work associated with the Area Assembly business and takes, produces, and distributes the minutes of all Area Assemblies and Area World Service Committee (AWSC) meetings.*

QUALIFICATIONS:

- Any person that has served three years as a District Representative or as an Area officer in the World Wide Fellowship of Al-Anon/Alateen.
- Has remained active in the East Texas Area 53 by not missing more than two (2) assemblies during the current panel term. Current District Representatives must also not have missed more than four (4) Area World Service Meetings during the current panel term.
- Regularly attends Al-Anon Meetings.
- Is not also a member of Alcoholics Anonymous.

VOTING QUALIFICATIONS: Votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative.

RESPONSIBILITIES:

- Attends all Area Assemblies and AWSC meetings.
- Electronically records all AWSC meeting and Area Assemblies, in the event that a taper is not present.
- Prepares and sends notice of AWSC meetings to the Area World Service Officers, Coordinators, District Representatives, and Past Delegates.
- Prepares and sends notice of Area Assembly meetings to all World Service Committee Members and each group.
- Maintains an AWSC address list.
- Records additions or corrections to minutes.
- Takes and transcribes the meeting minutes for all Area Assembly and AWSC meetings. Produces meeting minutes and distributes them. Retains the minutes in an electronic format to be passed along to the Secretary who will follow.
- Keep hard and electronic copies of *The Beacon* minutes and official minutes after approval by the AWSC and Assembly.
- Keeps in close contact with the Area Chairman.
- DRs call roll for their district, tally voting GRs, and give roll call sheets to Area Secretary. The Secretary keeps them on file with the minutes.
- Provides ballots and pencils for Election Assembly. List on a presentation board or chalk board all candidates for each office at the Election Assembly.
- Following elections or changes in Area World Service Committee Officers, Coordinators, and DRs, prepares the Area World Service Committee Update Form and sends it to: wso@al-anon.org, entering "ATTN: Group Records" the subject line. Send changes to the Area Chair, Delegate, and newsletter editor.
- May perform other duties as requested by the Area Chairperson.
- Files itemized list of expenses with the Area Treasurer on a timely basis, includes paid

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receipts and retains a duplicate copy of secretarial expenses.

- Turns in Area related expenses to the Area Treasurer within timeframe requested by Treasurer of the event (e.g., Assembly, AWSC, etc.).
- Maintains and updates AWSC and Assembly motions. Keep electronic and hard copies of motions.
- Keeps electronic copies of *The Beacon*.
- Use WSO style sheet to assist with preparing the minutes of the AWSC meetings and Assemblies.