

Position Description
INDIANA AREA AL-ANON FAMILY GROUPS

POSITION NAME: Area Secretary

Term Length: Three Years (Beginning January 1, after election)

Description: An Al-Anon member who has 5 current and consecutive years of Al-Anon/Alateen participation, preferably with Area experience and is not also a member of Alcoholics Anonymous. The Secretary votes at the Area World Service Committee (AWSC) meetings but not at Area Assembly UNLESS he/she is also a Group Representative. 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 Assembly and AWSC meetings.

RESPONSIBILITIES:

- Attends all Area Assembly and AWSC meetings.
- Attends Area Al-Anon/Alateen Convention and participates as requested by Convention Committee.
- Maintains an AWSC address list and works with the Group Records Coordinator to maintain an Area Assembly address listing.
- Records additions or corrections to minutes.
- Takes and transcribes the meeting minutes for all AWSC meetings. Produces meeting minutes and distributes them within 2 weeks after the meeting to each AWSC member.
- Takes and transcribes the meeting minutes for all Area Assembly meetings. Produces meeting minutes and distributes them within 2 weeks after the meeting from an address list as follows: 1 copy to each AWSC member and 1 copy to each group. Retains the minutes in a permanent book to be passed along to the Secretary who will follow. Records older than 3 years should be passed to the Archives Coordinator.
- Keeps in close contact with the Area Chairperson and assists the Area Chairperson with various duties upon request.
- Provides ballots and pencils for November Election Assembly. List on a presentation board or chalk board all candidates for each office at the Election Assembly.
- Gives no opinion on candidates during nominations and elections.
- Composes an annual appeal letter for distribution with the July minutes.

REFERENCES: Al-Anon/Alateen Service Manual
Al-Anon Family Groups Area Assembly By-Laws

Approved 11/2017