

Colorado Area Secretary Position Description

All of the duties outlined in the *AI-Anon/Alateen Service Manual 2014-2017 (page 159)* are included below.

Minutes

- Prior to Assembly, sends out call for written reports from AWSC (traditionally through email although may also be via hard copy) to be used within the meeting minutes. Also send reminders following the Assembly
- Take Assembly minutes, getting motions in writing to keep concise record of discussion
- Combine written AWSC reports and notes taken at Assembly to create first draft of minutes.
- Distribute draft minutes to the AWSC and GRs prior to the next assembly and ask for corrections. Traditionally this takes place one month before Assembly
- Gather lists of AWSC, GRs and Current Mailing Addresses from Records Coordinator for distribution of final minutes. Current preferred method of distribution is email yet some snail mail distribution is also done per individual preference
- Send corrected minutes to list described above plus list of members at large who have requested email minutes
- Maintain minutes of all Colorado Area meetings and record in such a way to preserve for successive Secretaries.

Meetings

- Attend all meetings of the AWSC and Assembly, the Fall AWSC Budget Meeting and Board meetings as coordinated by the Area Chair
- Perform roll call for all AWSC and Assembly meetings (AWSC, Area officers, Service Center Liaisons, and Past Delegates included)
- Offer copies (25-30) of following lists as needed: Assembly minutes (additional copies provided for GR orientation) and Colorado speakers list
- Offers opportunity for GRs (or CMAs) sign-up to receive minutes via email rather than snail mail and gives new email addresses to Records Coordinator.

Other Duties

- Maintain two pieces legal documentation regarding 501(c)3 status for every Assembly:
 - Membership Meeting stating place and dates of Assembly along with any newly elected names/positions. Requires the Secretary's signature
 - Written Consent in Lieu of Meeting form stating place and dates of Assembly along with all Directors/Officers' signatures. These forms are stamped with official seal and kept along with minutes in Secretary's records.
- Gather current contact information for Officers, Coordinators, DRs, State Convention Chairs, Weekend-In-AI-Anon (WIA) Chair, Day-In-AI-Anon (DIA) Chair, Service Center Liaisons, and Past Delegates – and gives to Records Coordinator.
- Maintains "*Motions Document*" – Copy motions from end of minutes to the end of the "permanent" Area 5 Motions Document which goes back to the 1970's.

- Maintain current copy of Colorado Speakers list
- Write a Report for the Area newsletter, the *Butterfly*, prior to each Assembly, submitting it by the editor's deadline to butterfly@al-anon-co.org.
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within budgeted amounts. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly, prior to making expenditures.
- Provide WSO Associate Director of Member Services – Conference with ONLY new Officers, Coordinators, and DRs names and contact information - (wso@al-anon-alateen.org - Attn: Records) with changes in red using the official WSO form.
Colorado Area chairs and service centers liaisons are not a part of this group
- Maintain current workbook for next Area Secretary
- Be available to offer experience strength and hope for future Secretaries

As revised: February 2018 (mkm)