

## **SECRETARY - Job Description** *(Fellowship side)*

**(generic email goes here)**

### **Eligibility Requirements for the Position:**

All former and outgoing Florida South District Representatives, AISLs, or Coordinators who have served a full 3-year term in Florida South. No person shall serve as Secretary who has previously held that office for a full term in Florida South Area 10. (This is a 3-year commitment.)

### **Corporate Responsibilities:**

- The Secretary shall be an officer of the Corporation.
- As an officer is a member of the Board of Directors and the Executive Committee.
- Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.

### **Job-Specific Duties and Responsibilities:**

#### **Meeting Preparation:**

- Consolidated printing: Unless another process is initiated by the Area Chairperson, the Secretary prepares a folder for each attendee at AWSC and Assembly meetings.

- Four (4) weeks in advance sends e-mail to those making submissions to remind of firm submission deadline date and time, as well as the accepted formats for submissions (Word, .pdf, .jpeg, etc.)
- Sends reminder e-mail, if necessary, with copy to the Area Chairperson.
- Obtains electronic copies of all documents to be included in folders for meeting attendees.
- Orders document files to be printed in the order of the agenda.
- Makes the necessary copies of all documents and places them into individual folders in readiness for the meeting. Quantity of completed packets (folders) is based on expected attendance and will be provided by the Area Chairperson.
- Places folders in bins, provided by Area Chairperson, and ensures that the packets are available to those doing registration at Assembly.
- Collects individual folders for re-use at the end of each meeting.

- Transports and displays Steps, Traditions, & Concepts Banners and the Florida South Map to AWSC Meetings, Assemblies, and Area Events (AFG Convention and Area Service Events).
- Prepares and has available the following forms for AWSC and Assembly meetings: Motion slips, motion summary sheets, motion ballots, roll call sheets, blank paper for ballots, envelopes to mail unclaimed paperwork to those absent (or send electronically, if possible.)
- Assures the following items are present at AWSC and Assembly meetings: Binders containing past minutes and past motions; binders with motion summary log sheets; banners (Steps, Traditions and Concepts) and any legal documents.

- Assures that a sufficient number of motion slips are placed in the baskets on each table and that a sufficient number of motion list sheets are available to each attendee.
- Assures copies of previous meeting minutes are available, following the Chairperson's directions for the method of copying and distribution.

### **Minutes:**

- Takes the minutes of each AWSC Meeting and each Assembly, which consists of recording reports from the Delegate, Alternate Delegate, Area Chairperson, Area Treasurer, Area Coordinators, AAPP, Area Event Chairs, Thought & Task Force Chairs, and Committee reports.
- Records all Motions made in the Minutes and creates a Motion Summary at the end of the Minutes, as well as maintain a Motion Log of all Motions made for each Panel in a binder.
- Includes the record of the Roll Call of all voting & non-voting members at Area Assemblies in the Minutes.
- E-mails the minutes from the last meeting to the Area Chairperson for proofreading within 2 weeks of the meeting.
- E-mails proofed and reviewed (by Area Chairperson) minutes to members of the Panel (Area Officers, Coordinators, DRs, AISLs, Alternate DRs & AISLs) as well as Past Delegates within 6 weeks of the meeting.
- Provides minutes at AWSC Meetings & Assemblies; make notations of corrections.
- Corrects minutes on hard copy and make corrections on the flash drive (red = corrections). Prints out the corrected copy, showing corrections, for permanent records.
- Follows the agenda and its numbering system in the minutes for easy reference.
- Includes a summation of Officer & Coordinator Reports and Break-out Reports in the minutes.
- Numbers the motions in the minutes and on the motion slips.
- Keeps either the original or a copy of the motion slips for use in preparing accurate minutes.
- Creates and maintains the Motion Summary Log for easy reference (copy to Area Chairperson).
- Information recorded in the minutes and motions reference only member's first name and last initial, district number and position held.

### **Records Maintenance:**

- Keeps legal documents, guidelines and requirements approved by Assembly on file both electronically on a flash drive and in hard copy. These documents include but are not limited to Election Procedures, Al-Anon Convention and Alateen Conference Guidelines, other guidelines, policy requirements and any other documents that direct policies and procedures of AFG Florida South, Area 10.

- Keeps minutes in a binder by Panel number and motions in a binder by Panel number. Assures that the corrected copy, showing corrections in red or by manual notation, is filed.
- Obtains the registration forms from all assemblies from the group records Coordinator and maintains them in binders.

### **Correspondence:**

- Assures that mail is picked up or forwarded to the Secretary from the legal address of AFG South Florida, Area 10, Inc. as listed in the Bylaws.
- To assure forwarding of mail to the Secretary, works closely with the Area Treasurer to obtain and provide the Area debit / credit card information to the legal address (P.O. Box.)
- Reviews any mail received, and forwards it by mail or by e-mail to the appropriate Officer, Coordinator or AAPP.

### **General Duties and Requirements:**

- Attends and casts votes on business at two (2) (Winter and Summer) Area World Service Committee Meetings (AWSC) in years one and two of the panel, and three (3) AWSC meetings in year three of the panel.
- Attends two (2) Assemblies (Spring and Fall) each calendar year for all three years of the panel.
- Assures distribution of minutes for upcoming AWSC or Assembly meetings, complying with any deadline and method for submission established by the Chairperson.  
**(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
- Participates at district events within Florida South Area 10, when invited.
- Participates in all communication opportunities, i.e., conference calls.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Serves as a support to the corresponding/new incoming panel member.
- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Must have computer and internet access.
- Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
- Participates in “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Collects and keeps written notes of all breakout meetings.
- Failure to be present at two consecutive Area World Service Committee/Assembly meetings (combined) is grounds for removal and replacement of an Officer.)