

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

[secretary@afgfls.com](mailto:secretary@afgfls.com)

### 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:

- Unless another process is initiated by the Area Chairperson, the Secretary prepares a meeting packet for each attendee at AWSC and Assembly meetings.

- Emails AWSC a reminder of the deadline for receipt of reports for meeting packet
- Obtains electronic copies of all documents to be included in packets for meeting attendees.
- Orders document files to be printed in the order of the agenda.
- Makes the necessary copies of all documents and ensured packets are placed into individual folders in readiness for the meeting. Quantity of completed packets (folders) is based on expected attendance and provided by the Area Chairperson.
- Places packets in AWSC member 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.

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

**Minutes:**

- Takes the minutes of each AWSC Meeting and each Assembly, which consists of recording reports, roll call of all voting and non-voting members (numbers of members present), motions made, results of motion including tally of votes, and all activities of the meeting. 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.
- *E-mails draft minutes to members of the AWSC Panel as well as Past Delegates as soon as possible after the meeting.*
- While at current AWSC or Assembly meeting, provides minutes of immediately previous AWSC or Assembly meeting and makes notations of corrections.
- Corrects minutes keeping an electronic copy of flash drive and filing hard copy in minutes binder.
- Keeps the original motion slips in the event of Area's need of historical reference.
- Creates and maintains the Motion Summary Log.
- 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 a flash drive and a *backup flash drive*.
- Keeps minutes in a binder by Panel number and motions in a binder by Panel number.
- Obtains the registration forms from Assemblies from the Group Records Coordinator and maintains them in binders.

**Correspondence:**

- Responsible for maintaining and managing the legal address of AFG South Florida, Area 10. Forwarding mail to appropriate member if necessary.

**General Duties and Requirements:**

- Attends and is a voting member 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) with voice no vote each calendar year for all three years of the panel.
- Assures distribution of minutes for AWSC or Assembly meetings
- 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.
- Failure to be present at two consecutive Area World Service Committee/Assembly meetings (combined) is grounds for removal and replacement of an Officer.