

Florida South (Area 10) ASSEMBLY

SECRETARY - Job Description

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.)

Note: Each Area Officer (Delegate, Alternate Delegate, Area Chairperson, Secretary, Treasurer) shall hold only one (1) Florida South (Area 10) ASSEMBLY Position per panel.

Job-Specific Duties and Responsibilities:

Meeting Preparation:

1. Unless another process is initiated by the Area Chairperson, the Secretary prepares a meeting packet for each attendee at AWSC and Assembly meetings.
 - a. Emails AWSC panel a reminder of the deadline for receipt of reports for meeting packet
 - b. Obtains electronic copies of all documents to be included in packets for meeting attendees.
 - c. Orders document files to be printed in the order of the agenda.
 - d. 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.
 - e. Emails completed packet to the AWSC panel at least one (1) week prior to the AWSC or Assembly meeting.
 - f. Places packets in AWSC member bins, provided by Area Chairperson, and ensures that the packets are available to those doing registration at Assembly.
 - g. Collects individual folders for re-use at the end of each meeting.
2. Stores, transports, and displays Steps, Traditions, & Concepts Banners and the Florida South Map at AWSC Meetings, Assemblies, and Area Events.
3. 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. Have searchable, digital minutes, motion summaries and motion slips available for research.
4. Has available the following forms for AWSC and Assembly meetings: Motion slips motion summary sheets and breakout meeting report forms.
5. 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.
6. Assures copies of previous meeting minutes are available.
7. Conducts research of past motions/minutes to assist Executive Committee and/or Coordinators

and Task/Thought Forces in preparation of or for AWSC and/or Assembly presentations.

Minutes:

1. Takes the minutes of each AWSC, Assembly and Executive Committee Meetings, which consists of recording reports,) record each quorum reached and confirmed on each day, 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 digital Motion Log of all Motions made for each Panel electronically..
2. E-mails draft minutes to members of the AWSC Panel as well as Past Delegates as soon as possible after the meeting.
3. Provides minutes of immediately previous AWSC or Assembly meeting in the packet and makes notations of corrections.
4. Corrects minutes keeping an electronic copy of flash drive.
5. Keeps digital copies of the original motion slips in the event of Area's need of historical reference.
6. Creates and maintains the Motion Summary Log.
7. Information recorded in the minutes and motions reference only member's first name and last initial, district number and position held.

Records Maintenance:

1. Keeps legal documents, guidelines and requirements approved by Assembly on a flash drive and a *backup flash drive*.
2. Conducts research of minutes and/or motions at the request of the Executive Committee, Coordinators, thought/task force chairs on specific issues as requested within a reasonable time

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:

1. Attends and all Area World Service Committee Meetings (AWSC) as a voting member during the Panel.
2. Attends all Assembly meetings as a non-voting member during the panel.
3. Attends and keeps minutes of Executive Committee meetings as scheduled by the Area Chairperson.
4. Assures distribution of minutes and packet for AWSC or Assembly meetings.
5. Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
6. Participates at district events within Florida South Area 10, when invited.
7. Participates in all communication opportunities, i.e., conference calls. Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
8. Serves as a support to the incoming Area Secretary.
9. Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).

10. Must have computer and internet access and participate in virtual platform. Must be able to use word processing, PDF or other compatible programs and be otherwise computer literate to manage electronic voting programs used by Area.
11. Participates in “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies Hands out breakout meeting forms to the coordinators, DRs and AISLs .and can act as the secretary of the officers meeting.
12. Becomes familiar with the Bylaws of Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to FL-S Policies, Procedures, Guidelines and Processes.

CORPORATION: Al-Anon Family Groups Florida South (Area 10), Inc. The SECRETARY of the Fellowship is also a Trustee of the Corporation and generally serves as Secretary of the Corporation AFG Florida South (Area 10), Inc. The Corporate Job Descriptions for each Director are outlined in the “AFG FLS Area 10 Inc. Corporate Job Descriptions” Document.