

# Area Secretary

## **Eligibility Defined:**

Any outgoing or former Florida South District Representative, AISL, or Coordinator, who has 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. (This is a 3-year commitment.)

## **Duties and Responsibilities:**

1. Attend and vote on business at two Area World Service Committee (AWSC) Meetings per year over a 3-year term. (usually February & August). There is an additional turn over meeting in the 3rd year of the panel.
2. Attend two Area Assemblies per year over a 3-year term. (Spring & Fall – usually in May/June & September/October).
3. Take 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, Area Event Chairs, Thought & Task Force Chairs, and Ad-Hoc Committee reports.
4. Record all Motions made in the Minutes and create 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.
5. Create and utilize an anonymous email address for use and posting on the Florida South website during the panel term. (Example: Secretary49@....com) Respond to promptly to all emails, phone calls, texting and communications.
6. Email the minutes from the last meeting within 2 weeks of it to the Area Chair for proofreading. Email Proofed Minutes to members of the Panel (Area Officers, Coordinators, DRs, AISLs, Alternate DRs & AISLs) as well as Past Delegates.
7. Record Roll Call of all voting & non-voting members at Area Assemblies in the Minutes.
8. Annually furnish Area Alternate Delegate with the Conflict of Interest document for signatures.
9. Keep By-Laws, Conflict of Interest, and Articles of Incorporation documents on file. Be familiar with the Florida South Area By-Laws.
10. Keep Election Procedures, AI-Anon Convention Guidelines, Alateen Conference Guidelines and other documents that will be needed panel to panel on a flash drive.
11. Attend all Area Events, including Tradition & Concept Workshops and Area Service Seminars. Willing to visit districts, if asked.
12. Transport & hang Steps, Traditions, & Concepts Banners and the Florida South Map to AWSC Meetings, Assemblies, and Area Events (AFG Convention, Area Service Seminar, and Area Traditions & Concepts Workshop).
13. Keep the registration forms from all assemblies in the binders.
14. Be willing to serve as a support to new incoming secretary.
15. Keep receipts/records for reimbursement.

## **Minutes:**

- Read Minutes aloud at AWSC Meetings & Assemblies; make notations of corrections.
- Correct Minutes on hard copy and make corrections on the flash drive (red = corrections).

- Print out a revised copy or put the Minutes with your notations in the binder.
- Make a list of Panel Names & District #'s (DR, AISL, Officer, & Coordinator) for quick reference.
- Send AWSC Meeting & Spring/Fall Assembly Minutes to Sunshiner Coordinator for publication prior to their deadline.

**Minute & Motion Ideas:**

- Follow the Agenda and its numbering system in the Minutes for easy reference.
- Keep Minutes in a binder by Panel # and Motions in a binder by Panel #.
- Include a summation of Officer & Coordinator Reports and Break-out Reports in the Minutes.
- Number the Motions in the Minutes and on the Motion Slips.
- Create and maintain Motion Summary Log for easy reference (copy to Area Chairperson).
- Only reference member's first names & District # in the Minutes on Motions made.

**Forms To Have At AWSC Meeting & Spring/Fall Assembly:**

- Motion Slips
- Motion Summary Sheets
- Motion Ballets Roll Call Sheets
- Blank paper for Ballets
- Envelopes to mail unclaimed paperwork to those absent

**Items To Have At AWSC Meeting & Spring/Fall Assembly:**

- Binders containing past Minutes and past Motions.
- Binders with Motion Summary Log Sheets.
- Banners (Steps, Traditions, Concepts) and Map of Florida South.

**Copies To Be Made For AWSC Meeting & Spring/Fall Assembly:**

**AWSC Meeting** (50 copies) Previous AWSC Meeting Minutes (put in bins)  
 Motion List Sheets (put in bins)  
 Motion Slips (put in baskets and put on tables for members)

*Note:* Previous Assembly Minutes are emailed out to Panel Members prior to AWSC Meeting.

**Spring/Fall Assembly** (175 copies) Previous Assembly Minutes(50 copies for bins & 125 for GR folders)  
 Motion List Sheets (50 copies for bins & 125 for GR folders)  
 Roll Call Sheets (50 copies for bins & 125 for GR folders)  
 Motion Slips (put in baskets on every table, including Panel)

- *All copies need to be at Assembly by 6:00 pm.*
- *Copies for Panel Members are put in the Panel Bins.*
- *Copies for GRs are given to "stuffers" for GR folders.*

*Note:* Previous AWSC Minutes are emailed out to Panel Members prior to Assembly Meeting.

*Note:* During election year, 175 copies for the folders and 45 for the bins are needed for Fall Assembly.

**Panel Consists of ----**

**Officers:**

Delegate  
 Alternate Delegate  
 Chairperson  
 Secretary  
 Treasurer

**Immediate Past Delegate**

**Coordinators:**

Alateen  
 Archives  
 Group Records  
 Literature  
 Spanish Liason  
 Webmaster  
 Sunshiner  
 Public Outreach