

## SECRETARY Job Description (Two Year Term)

The Secretary:

- has a reasonable period of continuous sobriety;
- has an understanding of the AA program and of AA Traditions;
- has the willingness and availability to regularly attend Area Assemblies and Committee Meetings;
- has access to a computer with the Internet and email facilities and a printer (preferably not an employer's);
- works with the Area D Chairperson to arrange and advise GSRs and others of Quarterly Area Assembly Meetings and Area Committee Meetings, including submitting Assembly listing on AA times
- records and distributes agreed decisions and other business (minutes) for committee meetings and Assemblies;
- emails or mails out and keeps electronic copies of all agendas, minutes, reports, correspondence and other documents (in Area D committee Google Drive);
- works with the Area Registrar to maintain confidential master contact list and electronic distribution list (in Area D secretary Google Drive Contacts) of all Area D groups and GSRs;
- works closely with the Area Committee and Groups to ensure the smooth running of Area business and the distribution of information.