



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: by the Assembly 7 August 2021

Effective Date: 21 August 2021

Position: AREA ALTERNATE SECRETARY

Term: Three years

Elected by the Virginia Area Assembly

Reviewed: February 2021

General Description

The Alternate Secretary works in close coordination with and with guidance from the Secretary. He/she fills in for the Secretary as needed. The Alternate Secretary fulfills the duties of the Secretary if the Secretary is not able to attend Officer Meetings, VAWSC Meetings, or Assemblies.

Expenses incurred by this position are covered in the Alternate Secretary's budget (reference the Virginia Area Treasurer's Report for actual budget amount). These expenses include, but are not limited to, expenses to attend Assemblies, VAWSC Meetings, Officer meetings, and printing, copying, postage, etc.

Tasks

- Attends Officer Meetings, VAWSC Meetings, and Assemblies.
- Assists the Area Secretary and other Area Officers as needed.
- Maintain the Virginia Area Motion History.
- Maintain non-financial Area documents, in both Word and PDF formats.
- Receives Area Website event postings for Area calendar; sends to Website team
- Prepare name tags for Area VAWSC Meetings.

Time

- Twice yearly Assemblies: Two-day events.
- VAWSC Meetings as called by the Area Chairperson: One-day events.
- Officer Meetings as called by the Area Chairperson: One-day events.
- Preparation for Area meetings and events as needed.
- Communicate with the Area Secretary and other VAWSC members as needed.

Position Requirements and Desired/Helpful Skills

- The position of Area Alternate Secretary is elected from current or previous DR's.
- Communication skills that reflect the principles of Al-Anon
- Organizational skills
- Computer skills: typing, word processing, proficiency in e-mailing, ability to save to a CD or flash drive, thorough knowledge of Microsoft Word and Excel, ability create PDF's.
- Access to a scanner is recommended
- Accessibility via telephone or e-mail
- Knowledge of the Al-Anon/Alateen Service Manual
- Have a service sponsor