



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION **Approved: by the Assembly 7 August 2021** **Effective Date: 21 August 2021**

Position: AREA SECRETARY

Term: 3 Years

Elected by the Virginia Area Assembly

Reviewed: February 2021

General Description

The Secretary serves as the Area Secretary for Assembly, VAWSC, and Area meetings. The Area Secretary is elected from current outgoing District Representatives (DRs) or previous DRs. See **Al-Anon Alateen Service Manual 2018-2021** p. 153.

Expenses incurred by this position are covered in the 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 Area Assembly, VAWSC, and Area Officer meetings, and printing, copying, postage, etc.

Tasks

- Prepare and email-the minutes of the Virginia Area World Service Committee (VAWSC) meetings.
- Prepare minutes of Area Assembly.
- Prepare and email informal minutes of all Area Officer meetings.
- Submit the unapproved minutes of all Assembly, VAWSC, Area Officer, and Area Coordinator meetings to the Area Chair for review.
- E-mail announcements of all Area Officer meetings.
- Email announcements and agendas of all VAWSC meetings (Panel specific - Chairperson did for Panel 59)
- Coordinate with the Assembly Registration Committee to secure an accurate list of all registered Group Representatives for Assembly roll call.
- Maintain the VAWSC contact roster, including complete names, addresses, phone numbers, and e-mail addresses, and provide updated lists to VAWSC members.
- Prepares and updates a VAWSC Contact List of email addresses for Area Officers
- Facilitate Polls of the VAWSC on behalf of and in coordination with the Area Officers. This is accomplished with a application such as Google Forms with results stored in the Area Registration data folder.
- Back up all Virginia Area computer files regularly.

- Provide, at the conclusion of term of office, a copy of all secretarial records to the incoming Area Secretary and to the Area Archivist.
- Provide current contact information for all Area Officers, Area Coordinators, and District Representatives are submitted to WSO on the WSO Group Records Form 1211 on a regular basis.
- Contact the Area Alternate Secretary to act as Secretary in the event of any inability to perform any tasks of the Area Secretary.
- Maintain a thorough knowledge of the Al-Anon Alateen Service Manual.

Time

- Two-day Assemblies, currently scheduled for Spring and Fall.
- Preparation for Assemblies as needed.
- One-day VAWSC Meetings as called by Area Chair.
- Preparation for VAWSC Meetings as needed.
- One-day Area Officer meetings as called by Area Chair.
- Preparation for Area Officer meetings as needed.
- Preparation of written reports as required.
- Preparation of Assembly minutes.
- Preparation of VAWSC Meeting minutes.
- Preparation and mailing of VAWSC Meeting announcements and agendas. (Panel specific)
- Preparation of Area Officers meetings informal minutes.
- Preparation and mailing of Area Officers-meetings announcements and agendas. (Panel specific)

Position Requirements and desired/Helpful Skills

- Communication skills that reflect the principles of Al-Anon
- Organizational skills
- Proficient in the use of e-mail.
- Proficient in the use of word processing (Microsoft Word).
- Proficient in the use of spreadsheets (Microsoft Excel).
- Proficient in the use of the internet for downloading pertinent documents.
- Competent in typing/keying, word processing
- Ability to save and back up Area records to an external device.
- Access to a scanner is recommended
- Accessibility via telephone or e-mail
- Knowledge of the Al-Anon Alateen Service Manual
- A service Sponsor