



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved:

Effective Date:

Position: AREA ALTERNATE SECRETARY

Term: 3 years

Elected by the Virginia Area Assembly

Reviewed: January 2024

General Description:

The Alternate Secretary works in close coordination with the Secretary. The Alternate Secretary fulfills the duties of the Secretary if the Secretary is not able to attend Officer Meetings, VAWSC Meetings, Assemblies, or any other meeting as requested by the Area Chair. The position of Area Alternate Secretary is elected from the current or previous DR's.

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
- See Area Secretary Job Description for other tasks

Time:

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

Position Requirements and Desired/Helpful Skills:

- Communication skills that reflect the principles of Al-Anon
- Organizational skills
- Computer skills: proficiency in e-mailing, ability to save to a CD or flash drive
- Proficient in the use of word processing (Microsoft Word) and creating PDF files
- Proficient in the use of Spread sheets (Excel)
- Access to a scanner is recommended
- Accessibility via telephone or e-mail
- Knowledge of the Al-Anon/Alateen Service Manual
- Have a service sponsor