

# Virginia Area Al-Anon and Alateen Family Groups

**Position:** Alternate Secretary

**Term:** 3 Years

## General Description

The Alt. Secretary, working in close conjunction with and guidance from the Secretary, and fills in for the secretary as needed. In addition the Alternate Secretary serves as the Group Records Coordinator and maintains accurate records of the Virginia Area Groups. In addition the Alt. Secretary provides address labels for mailings to the Groups. The Alternate Secretary is responsible for keeping the Area provided laptop computer with Group Records and backing up the records on an external storage device that is maintained in a secure location. The Alternate secretary is responsible for turning over the laptop (with current Group Records) to the incoming Alternate Secretary upon the end of the term or when the position is terminated. The Alternate Secretary fulfills the Secretary duties if the Secretary is not able to attend Officer Meetings, VAWSC Meetings or Assemblies. Expenses incurred by this position are covered in the Alt. Secretary's budget (reference VA Area Treasurer's Report for actual budget amount).

## Tasks

- Maintain the contact list (including complete names, addresses, phone numbers, and e-mail addresses) for VAWSC and GRs and provides this list, as updates occur, to the Secretary and the Chair.
- Provides mailing labels to the Secretary for VAWSC meeting notice, to assembly registration committee for mailing and convention registration committee for mailing.
- Provide update information of groups with valid WSO numbers to Web Coordinator.
- Receives from Alternate Chair the Alateen meeting updates and forwards this info to the Web Coordinator.
- Receive from the Alateen Coordinator the MEAC and ESAC liaison coordinators information.
- Provides, at the conclusion of term of office, a copy of all records to the incoming Alt. Area Secretary.
- Accepts changed meeting information from DR's and GR's.
- Provides accurate Group Information lists to the VAWSC twice a year.
- Provides accurate Group Information to District Representatives at least yearly.
- Accepts group information from WSO and coordinates these records with the Area group records.
- Provides written reports to the Assemblies.
- Coordinates with the Web Coordinator to ensure that the Web Site meeting information is accurate and current.
- Attends Officer Meetings, VAWSC Meetings and Assemblies being available to discuss Group Information and resolve inaccuracies with DR's and GR's.
- Follow Group Records Coordinator Guidelines G-36 (attached to this position description).
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.

## Time

- Twice yearly Assemblies are two-day events.
- Twice yearly VAWSC Meetings are one-day events.
- Officer Meetings are one-day events.
- Maintaining Groups records takes approximately 10 hours per month.
- Producing mailing labels takes approximately 2 hours for each event.
- Producing written reports requires 1 – 2 hours per event.
- Attend semi-annual Virginia Area Assemblies: 2 days each Assembly
- At Assembly update database: 6 – 8 hours at each Assembly
- Attend semi-annual VAWSC meetings: 1-day each meeting
- Prepare for each VAWSC meeting: 2 hours each meeting
- Attend semi-annual Officers and Coordinators Meetings: 1-day each meeting

## Position Requirements and Desired/Helpful Skills

- Verbal and written communication skills.
- Computer skills including the ability to maintain spreadsheets and/or databases and the ability to produce mailing labels.
- Word processing skills for producing written reports and mail merging.

- Proficiency in the use of email for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO.