

Virginia Area Al-Anon and Alateen Family Groups

Position: Secretary

Term: 3 Years

General Description

Serves as the Area Secretary for Assembly, VAWSC, and Area Officers Meetings. Expenses incurred by this position are covered in the Alternate Secretary's budget (reference VA Area Treasurer's Report for actual budget amount).

Tasks

- The preparation and mailing of the minutes of the semi-annual meetings of the Virginia Area World Service Committee (VAWSC).
- The preparation of the minutes of the semi-annual meetings of the Virginia Area Assembly.
- Providing a copy of the minutes of the semi-annual meetings of the Virginia Area Assembly to the Chairperson of the Registration Committee for the upcoming Assembly in a timely manner for mailing as determined by the Assembly Registration Committee.
- The preparation and mailing of informal minutes of the semi-annual meetings of the Area Officers.
- Mailing the announcements of the semi-annual meetings of the Area Officers and the VAWSC. The topics for discussion, the meeting location, and traveling directions are received from the Virginia Area Chair for these mailings.
- Maintaining the record of the Virginia Area Motion History.
- Coordinating with the Assembly Registration Committee to secure an accurate list of all Group Representatives registered for Assembly to be added to the VAWSC members listing for Assembly roll call.
- Maintaining the contact list (including complete names, addresses, phone numbers, and e-mail addresses) for Area Officers, Coordinators, Past Delegates, and District Representatives and provides this list, as updates occur, to the Alternate Secretary for printing of address labels provided to Assembly Registration Committees for registration mailing.
- Back up all VA Area computer files regularly.
- Providing, at the conclusion of term of office, a copy of all secretarial records to the incoming Area Secretary and to the Area Archivist.
- Contacting the Alternate Secretary to act as Secretary in the event of any inability to attend a meeting.
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.

Time

- Prepare for each Assembly: 6 – 8 hours each Assembly
- Prepare minutes for each Assembly: 2 days each Assembly
- Mail meeting announcement for semi-annual VAWSC meetings: 2 – 3 hours each meeting
- Attend semi-annual VAWSC meetings: 1 day each meeting
- Prepare for each VAWSC meeting: 6 – 8 hours each meeting
- Prepare minutes for each VAWSC meeting: 2 days each meeting
- Mail meeting announcement for semi-annual Officers Meetings: 2 – 3 hours each meeting.
- Attend semi-annual Officers Meetings: 1 day each meeting
- Prepare informal minutes for each semi-annual Officers Meetings: 1 day per meeting
- Mail informal minutes of semi-annual Officers meetings: 1 hour each meeting
- Maintain the record of the Virginia Area Motion History: Set-up time unknown. Maintenance time unknown.

Position Requirements and Desired/Helpful Skills

- The position of Area Secretary is elected from previous District Representatives or previous elected Area Officers providing they are currently an active Al-Anon member at the group level.
- Computer skills: typing/keying, word processing, ability to e-mail, ability to save to CD,
- A scanner is recommended.
- Organizational and communication skills.
- Knowledge and understanding of the Al-Anon/Alateen Service Manual.
- Accessibility via phone or e-mail.
- A service sponsor is recommended.

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