

# SECRETARY'S JOB DESCRIPTION

Introduction: The elected officers of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The officers act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the prudent management of the Area. The officers accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are ineligible to hold any office beyond the group level.

1. **ELIGIBILITY / QUALIFICATIONS** – Current or past District Representative. Has thorough knowledge of and experience using Twelve Traditions, Twelve Concepts and current *Service Manual*. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written documents and meet deadlines.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Attends and records minutes at all SCWS Area Assembly and Committee meetings, and board and officer meetings, as called by Area Chairperson. Minutes record which reports are given and some detail of discussions, and are published in Bulletin in lieu of oral reading at subsequent meeting. Corrections/additions to minutes are requested by Chairperson, who declares them to be approved as read/corrected (no motion required). Maintains possession of and uses corporate seal embossing stamp to certify such approval. Maintains official record of all minutes in permanent minutes book. Maintains and updates record of motions in permanent motions book, submits updates to website coordinator. Uses list serve to send notices of Area meetings as requested by Chairperson. Meetings may include special Assembly meetings, bylaw revision meetings, Election Assembly, etc. Obtains form for Notice of Election and Coordinator Appointments from Delegate and sends information to Associate Director of Member Services – Conference at the WSO. Has primary responsibility for continuity and maintenance of Area post office box, including notifying PO Box manager of new Treasurer's mailing address. See p. 159 of 2014-2017 *Service Manual* and Article IV of SCWS bylaws for other details. On call for additional duties or special projects as requested by Chairperson.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Effective written, oral and electronic communication skills, time management and multi-tasking skills, detail oriented, able to listen carefully and record the proceedings of Area meetings in some detail. Proficient in using spreadsheet, word processing and presentation software, accessing and navigating Web sites, downloading web documents, using email with attachments. Strong sense of responsibility, able to prioritize, meet deadlines and work independently or as a team member. Able to allot appropriate time to position and all it entails. Has thorough working knowledge of KBDM (Knowledge-Based Decision Making). Able to separate opinion from fact and to support and effectively communicate Area and WSC decisions and their implementation objectively, even if not in personal agreement with the group conscience. Having served on the Area Board, while not required, provides useful perspective on current Area policies and procedures.
4. **ADDITIONAL SKILLS NEEDED** – Has objectivity and strong listening skills.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer, printer, Internet connection. Participates in conference calls and online meetings.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Minimum of 5 – 8 hours processing minutes and motions. More intensive time commitment may be required if legal issues arise, requiring unspecified number and length of additional officer meetings. Other time required if Chairperson makes additional, optional requests, such as ThF, TF (Thought Force or Task Force), etc.
7. **PREPARATION** – n/a.
8. **TRAVEL** – Attends one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.
9. **OTHER** – The Secretary must be willing to support the group conscience of the Area, *Service Manual*, WSC or Board of Trustees' decisions even if not in personal agreement, and does so with the help of the Traditions and/or Concepts of Service. Future duty: print minutes from Bulletin from prior years for permanent minutes book and scan into searchable digital file.