

# Job Description for SECRETARY

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and a charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. SCWS Officers must live within the California South Area during their entire term. 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 Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. **ELIGIBILITY / QUALIFICATIONS** – Past or current District Representative (DR). Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written documents and meet deadlines. Does not concurrently hold any other position in Al-Anon service beyond the group level. Must be in good financial standing with the Area. Active member of Al-Anon in CA(S) for at least five years, with working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision Making (KBDM). Has an understanding of the Area and World Service structure. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** –
  - Attends and records minutes at all SCWS Area Assembly and Area World Service Committee (AWSC) meetings, and Board and Officer meetings, as called by Area Chairperson, prepared to arrive early and stay after meeting closes.
  - Minutes: record which reports are given, provide enough detail of discussions to define significant points for the record, and note wording of motions and vote totals.
    - Collaborates with Chairperson on corrections/additions to minutes, who approves them for publication.
    - Provides draft Minutes of AWSC meetings and Assemblies to *Bulletin* Coordinator.
    - At subsequent meeting, notes any and all pertinent and appropriate changes/additions to draft Minutes. Seeks approval of amended Minutes (no motion needed).
    - Prepares final, approved copy of Minutes for permanent Minutes book.
    - Maintains possession of and uses corporate seal embossing stamp to certify such approval.
    - Maintains official record of all minutes in permanent Minutes book.
    - Submits final version of Minutes to Website Coordinator for posting on Area website.
    - Maintains and updates record of motions in permanent Motions book; submits motions to Website Coordinator.
  - Will review Area-wide and WSO communications with at least one other Area Officer prior to transmittal.
  - Obtains form for Notice of Election and Coordinator Appointments from Delegate and sends information to Associate Director of Member Services – Conference at the WSO.
  - Informs WSO and SCWS Board members of any changes based on position to the AWSC.
  - Sends notices of Area meetings to Website Coordinator, as requested. 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 the AIM Mail Center's manager of the new Treasurer's mailing address. See current *Service Manual* and Article IV of SCWS bylaws for other details.
  - On call for any 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, web-based virtual meeting platforms, 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.
- 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 for Thought Force (ThF) or Task Force (TF), etc. Additional time commitment to attend all Area meetings. (See table below): Officers meetings, Board meetings, Area World Service Committee meetings, and Area Assemblies.

7. **PREPARATION** – Prepares the Minutes (including Motions) from previous meetings of the SCWS Board, AWSC and/or Assembly for acceptance by that body at the subsequent meeting. Is prepared to make changes and additions to Minutes.

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 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.

**NECESSARY AREA MEETING ATTENDANCE**

Officers	January, Feb, April, May, July, August, October and/or as needed	Saturdays or Sundays, as agreed	3 to 6 hours, as needed
SCWS Board	January, May, July, October	3 <sup>rd</sup> Saturday	10:00am to 4:00pm
Area World Service Committee (AWSC) + new DR Orientation @ 8am	February, August	3 <sup>rd</sup> Saturday	9:00am to 4:00pm
Area Assemblies + new GR Orientation @ 8am	May, November	3 <sup>rd</sup> Saturday	9:00am to 4:00pm
Sharing of Service (SOS)	January	3 <sup>rd</sup> Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm