

# Area Secretary Guidelines

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June of 2017

## Position Description:

- Keep records (minutes) of all Area Assemblies and Area Committee Meetings.

## Responsibilities:

- Attend all Area Committee Meetings, Area Assemblies, Annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book (Actions Booklet), and any other documents the Area has developed from its experience.
- Present and answer questions on assigned topics during the GSR Orientations at the Area Assemblies.
- Present at the Zonal Forums on the assigned topics (maximum of 2 per year or 4 during rotation)
- Assist the Area 35 Chairperson at Area Assemblies and Committee Meetings.
- Assist the Area 35 Chairperson in developing the agenda for the Area Assemblies and Committee Meetings.
- Read, to the body, motions that have been put into writing by the maker of the motion prior to voting/discussion.
- Set a deadline for all Area Officers, Committee Chairs, and DCMs to submit their reports that are to be added to the minutes following the Assemblies or Committee Meetings (make in accordance with the Northern Light Deadline). Reports are submitted to the secretary by either email, mail, or hand delivered during the Area 35 event.
- Ask Area 35 members (i.e. Area 35 Chairperson) review minutes for changes or corrections.
- Send all Area 35 minutes to the Northern Light Editor for publishing in the Northern Light Newsletter (Anonymity protected)
- Send Area 35 Minutes by email to (make distribution list):
  - GSO (literature@aa.org) and GSO Archives (archives@aa.org)
  - Area 35 Archives
  - Current Regional Trustee
  - Area Action Committee Chairs and Officers
  - District Committee Chairs (DCM's) and District Action Committee Chairs
  - Past Delegates
  - Any member of Area 35 that requests a copy by email
  - Send Area 35 Minutes by mail upon request to Area 35 AA members.
- Distribute minutes from Area Assemblies within six (6) weeks. (Unless the Northern Light deadline is sooner)
- Distribute minutes from Area Committee Meetings within four (4) weeks. (Unless the Northern Light deadline is sooner)
- Make a deadline for all Area Officers, Committee Chairs, and DCMs to submit their report to be added to the minutes from the Assemblies or Committee Meetings (make in accordance with the Northern Light Deadline). Reports can be sent by email, mail, or hand delivered during the Area 35 event.
- Utilize Area 35 laptop and computer programs in order to type and email minutes.
- A voice recorder may be used at Area Assemblies or Committee Meetings for maintaining the accuracy of Area 35 Minutes. A copy of the recording can be obtained from Area 35 Archivist. Ensure people are talking into the microphones so they can be heard on the recording.
- Create fliers for Spring and Fall Assemblies. Email fliers to distribution list. Have copies available at all Committee Meetings, Workshops and other service functions. On the fliers include: date, location, map of location, contact information for hotels and costs, deadline for making hotel reservation under block of rooms, agenda or time Assembly starts, and any other information necessary for the Assemblies.

- Send announcement for Area 35 service functions (Assemblies and Workshops) to Box 4-5-9. Use the form developed by GSO when submitting an announcement. You can email (literature@aa.org) the form to Box 4-5-9. The announcement needs to be submitted to Box 4-5-9 at least **4 months prior** to the event.
- Update the Area 35 Actions Booklet at the end of each service rotation (every 2 years) using the Action Booklet Guidelines, including:
  - Include last names in minutes/actions book for the election of new Area Officers and Committee Chairs. This will make transitions with bank accounts easier.
  - Update the actions book with the help of the Area Chair to include number of attendees at Area events.
- Make 400 copies of Actions Book. Distribute the new Action Booklet at the February Committee Meeting. Inform the incoming Secretary to add the cost for printing the updated Area Actions Booklet to their budget.
- Email welcome letters to new registered groups in Area 35. The Area 35 Groups Records Secretary will give you the group information as soon as they become active. You can include:
  - Welcome letter
  - Fliers of upcoming Area 35 Events
  - GSO and Area 35 contribution envelopes
  - Small cards used to keep the groups service number, GSO address, Area 35 address, District address, and Intergroup addresses.
- Communicate frequently with other Area 35 Officers.
- Respond to all written, email correspondence and phone calls promptly.
- Compile annual budget prior to the January Workshop of the first year of the rotation, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Submit for reimbursement of expenses in a timely manner to ensure the consistent and more predictable disbursement of Area 35 funds.
- Prepare service articles for the Northern Light newsletter.
- Update the Trusted Service Guidelines for the Secretary. Submit to the Area Chairperson no later than the June Committee Meeting of your 2<sup>nd</sup> year.
- Upon rotating out of your position, assist the incoming Secretary by sharing of experience, minutes, any records, Statement of Financial Responsibility, and any other information/guidelines or helpful suggestions for serving as Area Officer.