

SUGGESTED GUIDELINES SECRETARY

Relationship to District:

- Attends monthly District Meeting.
- Take roll-call of voting and nonvoting attendees by service position and include the record in monthly minutes.
- Keep accurate meeting minutes; assemble and distribute meeting minutes.
- Organize filing system for minutes, records group data, etc. Be prepared to research and find past procedures when asked.
- Make sure minutes and other pertinent data are sent out promptly.
- Maintains Mailing lists and coordinates communication when required within District 6 via mail / email / phone.
- Prints District 6 Meeting List as needed.
- Responsible for all reproduction requirements for district.
- Is Responsible for District 6 copy / printer machine.
- Maintains and update email password for the district secretary email account.
- Updates District email list.
- Mails via email / mail District 6 minutes to DCMS, GSRs, District officers, Area Chair and Secretary, Past Delegates , Webmaster and whoever requests them.

Recommended sobriety and service experience:

- One year or more of sobriety
- Held position such as GSR, Central Service Office Representative or Group secretary
- Familiarization with computer operation to include email and a word processing program
- Have a Service Sponsor

Term:

- 2 Years, expires on Dec. 31 of each odd year