



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION **Approved: 2024 Spring Assembly** **Effective Date: May 6, 2024**

Position: AREA SECRETARY

Term: 3 Years

Elected by the Virginia Area Assembly

Reviewed: January 2024

General Description:

The Secretary serves as the Area Secretary for Assembly, VAWSC, and Area Officer Meetings. The Area Secretary is elected from current outgoing District Representatives (DRs) or previous DRs.

Expenses incurred by this position are covered in the Secretary's budget (reference the Virginia Area Treasurer's Report for actual budget amount). These expenses include, but are not limited to, expenses to attend Area Assembly, VAWSC, and Area Officer meetings, and printing, copying, postage, etc.

Tasks:

- Prepare and email (to the VAWSC) the minutes of the Virginia Area World Service Committee (VAWSC) and Area Assemblies meetings
- Prepare and email formal and informal minutes of all Area Officer Meetings
- Submit the unapproved minutes of all Assembly, VAWSC and Area Officer, to the Area Chair for review
- Execute the call for reports from DRs/Liaisons/Coordinator for VAWSC and Assembly. Converting reports to PDF format, follow file naming conventions and submitting to the Website Coordinator for on line posting
- Email announcements of all Area Officer and VAWSC meetings as requested by the Area Chair (Panel specific - usually done by Area Chair)
- Coordinate with the Assembly Registration Committee to secure an accurate list of all registered Group Representatives for Assembly roll call
- Maintain the VAWSC contact roster, including complete names, addresses, phone numbers, and e-mail addresses, and provide updated lists to VAWSC members

- Provide current contact information for all Area Officers, Area Coordinators, and District Representatives to WSO on the AREA WORLD SERVICE COMMITTEE UPDATE FORM (AWSC) for notifying the WSO of changes as needed
- Facilitate Polls of the VAWSC on behalf of and in coordination with the Area Officers. This may be done using Google Forms, WebEx, or some other polling application. Results should be recorded and maintained
- Back up all Virginia Area computer files regularly
- Maintain official files for Policy, Procedures, and Guidelines
- Provide, at the conclusion of term of office, a copy of all secretarial records to the incoming Area Secretary and to the Area Archivist
- Contact the Area Alternate Secretary to act as Secretary in the event of any inability to perform any tasks of the Area Secretary

Time:

- Two- and one-half days Assemblies currently scheduled for Spring and Fall, which includes an officers meeting on Friday evening
- Preparation for Assemblies as needed
- One-day VAWSC Meetings as called by Area Chair
- Preparation for VAWSC Meetings as needed
- One-day Area Officer meetings as called by Area Chair
- Preparation for Area Officer meetings as needed
- Preparation of written reports as required
- Preparation of Assembly minutes
- Preparation of VAWSC Meeting minutes
- Preparation and mailing of VAWSC Meeting announcements and agendas. (Panel specific)
- Preparation of Area Officers meetings formal and informal minutes
- Preparation and mailing of Area Officers-meetings announcements and agendas (Panel specific)

Position Requirements and desired/Helpful Skills:

- Communication skills that reflect the principles of Al-Anon
- Organizational skills
- Proficient in the use of e-mail
- Proficient in the use of word processing (Microsoft Word) and creating PDF files
- Proficient in the use of spreadsheets (Microsoft Excel)
- Proficient in the use of the internet for downloading documents
- Ability to save and back up Area records to an external device
- Access to a scanner is recommended
- Accessibility via telephone or e-mail
- Knowledge of the Al-Anon Alateen Service Manual
- Have a Service Sponsor