

## **Guidelines for NCWSA Secretary, Duties and Job Description**

### **Duties of NCWSA Secretary**

From by-laws as approved September, 1998

1. Shall certify and keep at NCWSA office, the original, or a copy of the by-laws as amended.
2. Shall keep a book of minutes of all annual, regular, special and election Assemblies, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the Assembly, and the proceedings thereof.
3. Shall see that all notices are given in accordance with the provisions of these by-laws or as required by law.
4. Shall handle correspondence that is not channeled to a specific committee or coordinator.
5. Shall send, or cause to be sent, to the Conference Administrator at WSO, the names and addresses of all NCWSC members.
6. Shall attend all Assembly and NCWSC meetings.
7. May attend seminars, conferences and meetings as may be authorized by NCWSA.
8. Shall perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the bylaws, or which may be assigned from time to time by NCWSA.

### **JOB DESCRIPTION**

Approved by Executive Committee, February, 2002

#### **AT START OF TERM:**

- Receive minutes of previous Assembly from predecessor
- Receive updated "Motions Passed/Failed" for Assembly and Committee
- Receive book of minutes, and other files
- Prepare lists of Committee members for the following--
  - Delegate's list for WSO
  - NCWSC Roster - Distribution for Committee use only
  - Publication in *Twelve Stepper*
  - Label sets for NCWSC mailing
  - Nametag preparation for Committee
  - Roll call
  - For Group Records Coordinator for Area mailing labels
- Assemble supplies for filing, mailing systems

### **ANNUAL AND ONGOING RESPONSIBILITIES:**

- Record, edit, distribute, and file minutes of Assembly and NCWSC.
- Once approved, ensure that Assembly Minutes are forwarded to Corporate Records.
- Handle general correspondence not channeled to a specific committee, coordinator or other officer.
- Print the Calendar of Area events from the Web Site and distribute to Committee Members.
- Maintain a roster of names and addresses of all Committee members (and alternates). Send appropriate updates to the Conference Administrator at WSO, to Area Group Records Coordinator, *Twelve Stepper* Editor, and other members, as needed.
- Work with the Area Group Records Coordinator and Twelve Stepper Editor to establish procedures that are most effective for all.
- Update the Assembly Motions Passed & Failed with the new year's motions; provide copies to the officers, Delegate, Executive Committee Chairman, By-laws Coordinator (for insertion into NCWSC Guidelines Binder) and to WSO.
- Update the Committee Motions Passed & Failed with the new year's motions; provide copies to the officers, Delegate, Executive Committee Chairman, By-laws Coordinator (for insertion into NCWSC Guidelines Binder), and to WSO.
- File copies of both in the Assembly and Committee minutes binders.
- Have extra copies of both at all Assembly and Committee meetings.
- Attend seminars, conferences and meetings as may be authorized by NCWSA.
- Be available for review of Secretary position by Executive Committee, using this opportunity to review and update the job description as necessary and to seek assistance as necessary.
- Maintain map with boundaries of districts and sections within the Area. Immediately inform Group Records Coordinator, Delegate, Chairperson, Executive Committee, and Bylaws Coordinator of any changes.

### **PRIOR TO COMMITTEE & ASSEMBLY MEETINGS:**

- Coordinate with appropriate Committee members to ensure that notice is given of NCWSC Meetings and Assemblies, (Chairman, Group Records Coordinator, *Twelve Stepper* Editor).
- Have all filing up to date
- Prepare supplies--
  - Roll call sheet prepared (back-up may be helpful)
  - Writing materials or computer materials for note-taking
  - Extra copies of agenda, prior meetings minutes
  - Box with prior minutes, handbooks, motion forms, bid forms, Ask It Basket forms, scratch paper

- Box of hanging folders for each member of Committee to facilitate distribution of information.

### **DURING COMMITTEE AND ASSEMBLY MEETINGS:**

- Be available for Friday night gathering with other Officers, if requested.
- Set up Secretary's equipment prior to meeting
- Arrive before the start of the meeting, distribute materials as appropriate.
- Record the proceedings in writing or on computer or other recording device; make sure that motions and action items are accurately stated.
- Call Roll and mark those present. Indicate in notes those arriving after the roll call, for inclusion in record.
- Ask for and record approval of minutes, incorporating any changes into two copies for files, initial and date. One copy goes to corporate files.
- Give a report during Officer's reports.
- Support Chairman with starting meetings on time after breaks.
- Request members to speak so that their participation may be recorded accurately.
- Assure that the motion is accurately written on a motion form, that the determination and vote are recorded on the form, and that the form is retained until the minutes are approved and "Motions Passed/Failed" have been updated.
- Be prepared to read the motion, or provide it to the Chairman to read when necessary or whatever means are needed to assure that all voting clearly understand the motion.

### **AFTER COMMITTEE AND ASSEMBLY MEETINGS**

- Send materials from hanging folders to members who did not attend.
- Be sure appropriate corrections are recorded on prior meeting's minutes for files. Send one copy to Corporate Records indicating the date approved on the bottom of the minutes.
- Transcribe/write the minutes, showing motions in BOLD typeface. Show the motions and vote count together in the minutes.
- Send a draft of the minutes to the Chairman as soon as possible, preferably within two weeks.
- Have several AI-Anon members, including one who did not attend the meeting, proof the minutes for continuity, clarity, and accuracy. Welcome spelling and grammar corrections.
- Edit and correct the minutes using feedback from proofreaders.
- Have minutes duplex (two-sided) printed, collated and stapled at a reasonably priced, reliable printer.
- Mail the Committee minutes in appropriate sized envelopes, using return address and mailing labels. Mail at Post Office, using postage that is most economical (check out Priority Mail flat rate for items over 2 lbs.; use 3rd class for items between 11 oz. and 2 lbs., if time is not of the essence). Assembly minutes are distributed to the groups through the *Twelve Stepper*.

- Complete NCWSA Expense Form for reimbursement for the printing, envelopes, and postage, as well as for travel expenses incurred when attending meetings. Have the Chairperson approve the Expense form and submit forms to Treasurer.

Additional Steps for Assembly Minutes:

- If Assembly minutes are not drafted within two weeks following Assembly, prepare a list of items to be addressed from the Assembly so that the Chairman has in time to prepare agenda for the October Committee meeting.
- Provide a draft of the Assembly minutes to the Officers, Delegate and Executive Committee Chairman at or by the October Committee meeting, requesting comments and corrections by November 1.
- When received, incorporate appropriate corrections into the Assembly minutes.
- Consult with the *Twelve Stepper* Editor to determine the format of the Assembly minutes to be printed, and provide it to the Editor at the February or May Committee meeting, as appropriate.

**ELECTION ASSEMBLY:**

In addition to the above, and referred to in “At the Start of Term” above:

- Prepare a list of new Officers and their addresses for the Delegate, and for WSO as required by our By-laws.
- When coordinators are elected by the Committee, forward a list of the entire NCWSC and their addresses to the World Service Office as required by our Bylaws.

[Definition of Minutes, as requested by Executive Committee: Minutes are a summary, not a transcription, of the proceedings of a meeting and actions taken within that meeting, that, when approved by the body, become the official record of the actions and proceedings of that meeting.]

Sandi Cox, Secretary 2000-2002