



"Do you like to know what is going on in your AREA? Do you like to be up on the upcoming activities? What a great way to be in the know: Alt Secretary of East Valley Area!!!"

ALTERNATE SECRETARY

Requirements:

The Secretary must have two (2) years clean time. The Secretary should have general office or clerical skills. Service experience should include one (1) year as a Secretary of a group and general service experience on one or more Area subcommittees.

Secretary Responsibilities:

- The secretary prepares accurate minutes of each ASC meeting.
- Restates all motions before they are voted upon.
- Have motion forms available at the ASC meetings.
- Prepares and maintains an accurate Guideline Motion Log Sheet.
- Collects subcommittee reports to include in minutes.
- Types and distributes copies of minutes and agenda to GSRs, officers and subcommittee chairs within ten (10) days following the ASC meeting. Keeps current registration of home groups (active participation list). Maintains files, archives and current registration with WSO and RSC.
- Assists officers and/or subcommittees with general correspondence.
- Assists in preparing nomination forms and ballots for officer's elections
- Maintains record books with the guidelines, special rules of order, standing rules, and minutes entered including any amendments to these documents properly recorded. The current books are to be on hand at every meeting.
- Provide updated guidelines upon request. Prepares a written inventory, as outlined in the operating guidelines (operating guidelines No. 10), to be submitted to the succeeding Secretary.
- Submit EVA's minutes to the Phoenix and West Valley each month (web servant).

INQUIRIES

East Valley Area Service Committee Secretary: Alice (480) 200-5865

East Valley Area Service Committee Chair: Cliff (480) 776-9832