

The following information **DOES NOT** replace, substitute, amend, append or in any way supersede the *By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.* This information is merely intended to provide you with a knowledge of the daily activities/responsibilities involved with service in this particular position.

INFORMATION REGARDING BOARD SECRETARY

According to the Alateen/Al-Anon Service Manual:

A Secretary should have strong listening and communication skills in order to accurately report Board discussion and votes during meetings. It is important to have good writing skills in order for others to understand Board business. Being open to feedback from other Board members is essential. Attendance at meetings is essential in order to take meeting minutes.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. In January, sign bank signature card relating to Office account(s): 30 minutes
2. Attend Board meetings on the 2nd Saturday of each month: 1-1.5 hours
3. Attend ISR meetings on the 2nd Saturday (each odd month): 1-1.5 hours. Cumulatively, the 2nd Saturday of each odd month will require an approximate 3-hour commitment.
4. Take meeting minutes (for both Board and ISR meetings): 1.5 -2.5 hours, depending on whether it's just the Board meeting or ISR meeting.
5. Type up and submit meeting minutes to Board members for edits following the meeting by at least two weeks prior to the next meeting to allow for changes: 1-3 hours.
6. Make meeting minute edits and submit final version to Board members within one week of next meeting: 30 minutes.
7. Check Secretary Gmail account (sdprogramsecretary@gmail.com): 2-3 times per week. Respond accordingly by the following day.
8. Provide support to all Board members as requested/needed.

EQUIPMENT / TECHNOLOGY NEEDED

- Access to a computer with Internet connection, email (Gmail account), and Microsoft office software is helpful as most communications between Board members is done via email (through AIS San Diego Office account).
- Email address for this position: sdprogramsecretary@gmail.com. Password will be provided at the time of induction.

TRAVEL

- To/From home to Board/ISR meeting location in San Diego County, unless organized online, as well as other travel as needed.

AL-ANON REFERENCES

- By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.
- Al-Anon/Alateen Service Manual.

PREPARATION

- Meet with past Board Secretary to discuss duties and go over questions.
- Familiarize yourself with the AFG SD Office By-Laws and the Al-Anon/Alateen Service Manual.
- Humbly ask for help from Office Manager, or other Service Board members.