

Secretary Job Description

DUTIES:

The secretary records and distributes minutes of District 46 meetings; keeps mailing lists up to date and sends out area mailings; sometimes the secretary is responsible for preparing lively bulletins that will encourage attendance at District Meetings. The secretary is in a good position to act as liaison between officers and committee members.

QUALIFICATIONS:

The secretary should have a “reasonable period of sobriety,” which might mean two years in an area where A.A. is still young, four or five years in an older area. Some service in group or central office or general service is useful. So is some background in general office work — more and more, computer knowledge is helpful. An effective secretary needs to have a sense of order, and the ability to capture the essentials of what is happening at a meeting. The job is time-consuming and needs to be carried out on schedule, and the secretary needs to be sure that ample time is available.

In some areas, registrars now develop and maintain records of all groups in the area, including group name, meeting location, time, and G.S.R. or group contact. Registrars may also be responsible for names, addresses and phone numbers of the G.S.R.s, D.C.M.s, district and area officers and area committee members. He or she may provide mailing labels for area publications such as a monthly newsletter or a mailing of minutes. For this job, an organized approach as well as computer literacy can be helpful.