

Area 1 Alabama / NW Florida Secretary Responsibilities/Duties

1. Actively participate in the process of the General Service Conference, by being familiar with the Agenda Items, Advisory Actions, Additional Committee Considerations. Offer information, experience, and input to our Delegate to help prepare him/her for the General Service Conference.
2. Attend, serve, and participate as a voting member of the Area 1 Assembly.
3. Prepare yearly estimated budget and maintain records of expenditures:
 - a. Purchase supplies, including postage, as needed to uphold responsibilities,
 - b. Prepare expense summary each quarter, include all receipts and ledger, and provide copy of same to Treasurer for reimbursement.
4. Prior to Area Assembly, set-up Secretary's table in main meeting hall.
 - a. Have available the following hand-outs:
 - i. Agenda for the current Assembly (250 copies)
 - ii. Ask-It Basket Questions from the previous Assembly (250 copies)
5. Friday evening Agenda Committee meeting:
 - a. Provide sign-in sheet for meeting
 - b. Prepare 50 copies each for Agenda Committee meeting:
 - i. Previous Agenda Committee meeting minutes
 - ii. Current Agenda
 - iii. Blank Agenda
 - c. Record minutes of meeting
6. Saturday Ask It Basket session:
 - a. Record minutes of session
 - b. Maintain file of original Ask-It Basket questions
 - c. Maintain separate file of unanswered Ask-It Basket questions for inclusion in the next Assembly Ask-It Basket session
7. Attend Area One Sunday morning business meeting and reports to Assembly.
 - a. Sign the roll-call roster by 9 a.m.
 - b. Read the minutes all business transacted from the previous Area Assembly Sunday morning business meeting
 - c. Record minutes of the Sunday morning business meeting
8. Assemble and have copies of all recorded minutes for mailing to:
 - a. Prepare 420 complete mail-outs packages
 - i. Agenda Outline, Ask-It Basket, DCM Report, Committee Reports, Business Transacted, upcoming Assembly Agenda and any upcoming Events;
 - b. Six weeks prior to the next Assembly Mail complete packages to (Registrar will supply labels):
 - i. All Area One Committee Officers and Chairs
 - ii. District Committee Members (DCMs)
 - iii. Groups Service Representatives (GSRs)
 - iv. Past Area One Delegates
 - v. General Service Office
 - vi. SE Regional Trustees

- vii. Others by request
 - c. Advise Registrar of any returned mail/minutes
- 9. Maintain inventory records turned in by newly-elected Committee Chairs
- 10. Coordinate effort with Registrar distribution of handouts for Area Committee
- 11. Prepare package for each officer, committee chair and DCM to include: letterhead (10-15 sheets for officers, 5 for committee chairs, and 2 for DCMs), a current roster of Area officers, committee chairs and DCMs, list of Past Delegates.
- 12. Maintain all rosters for:
 - a. Area One Officers
 - b. Area One Committee Chairs
 - c. Area One DCMs
 - d. Area One Past Delegates
- 13. Maintain all district and committee reports.
- 14. Maintain Area calendar of events for back of Agenda.
 - a. Pull from flyers on Registrar's table
 - b. List those events lasting 2 or more days in Area 1
- 15. Contact the following to include Area assembly dates in:
 - a. GSO (Box 4•5•9) Calendar of events section
 - b. The AA Grapevine – Calendar of events section
- 16. Maintain file of original motions made before the Area assembly
- 17. Respond to mail requests via appropriate Area officers/committee chairs and DCMs
- 18. For more information on duties, responsibilities, and qualifications of Area Officers and Area Committee Chairs, please see the A.A. Service Manual, and other General Service Conference-approved literature

Revised 10/2011