

Secretary Position: (3-year term)

Prerequisites: Open to any member of Al-Anon who is not also a member of A.A. Must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.

MEETING PREPARATIONS

SECRETARY GUIDELINES

A separate, in depth, document has been created for the Secretary to follow.

EQUIPMENT

The Area Secretary uses a laptop computer provided by the Area, to assist in secretarial duties. During Assembly meetings the Secretary requires her own microphone; therefore the Hosting Committee needs to be aware of this. There is a brief case and small suitcase to carry necessary items to meetings.

JOB DESCRIPTIONS BINDER

Keep this binder out so that members can access information about the work that a position requires when running for election, or just for information/reference.

ROLL CALL BOOK

The Roll Call Book (small black book). Roll call information is updated at the beginning of each year. The Secretary does roll call at Committee Meetings and Assemblies.

VOTING BOOK

The Voting Book (blue hardcover book) is kept in the Secretary's briefcase. Group Representatives or voting proxy from each Group in attendance will be asked to sign the book. They will also be instructed to take a number corresponding to the number beside their name in the book. This number will be used during the Business Meeting when casting a vote. Members on Zoom are assigned a number so they can be counted during voting.

Motion 20/15; Jane D./ Jenny B. that beginning Fall Assembly 2015, all Group Representatives or designated alternates, will be given a numbered card to identify who has vote at the Business Meeting. **Carried**

ASK-IT-BASKET DRAW

At each Assembly, two Group Representatives are invited to attend Ask-It-Basket. The Chairperson will draw the numbers to determine which two Group Representatives will be participating. There are numbers premade, that correspond with the Voting Book numbers.

ELECTION BALLETS

During Fall Assembly, if/when elections are held, a supply of voting ballots will be required.

RECORDING THE MINUTES

Minutes are taken using the laptop computer along with handwritten notes, if necessary. During the business meeting, the electronic copy of the meeting agenda can be used to record information

MOTIONS

Motions are submitted by members. They are to be handed in, or emailed to the Secretary for inclusion in the minutes, and to be read during the meetings.

Each motion is assigned a number, by the Secretary, which will be used to reference the motion.

Notices of Motions do not receive a number until they become a Motion.

REPORTS

Reports from the District Representatives, Coordinators, Delegate and Alternate Delegate are to be emailed to the Secretary for inclusion in the minutes.

FORMS AND INFORMATION DOCUMENTS

There are several forms in use by the Area Secretary. Current examples of most of these forms are on file electronically and saved on the portable storage unit.

WSO FORM FOR AREA 89 AWSC UPDATES

This is the electronic form used for updating our Area 89 Area World Service Committee (AWSC) Members. This form is updated and emailed to the World Service Office (WSO) on a yearly basis, or as changes occur.

EMAIL ADDRESSES AND PHONE NUMBERS

This is a list of email address and phone numbers of current AWSC Members. Whenever it is updated, it is distributed to the AWSC Members.

SASKATCHEWAN AL-ANON ALATEEN TERMS OF OFFICE

This shows the current table officers and coordinators terms, including the length of each term and the dates of when the terms begin and end. It also includes the starting dates of the terms of each District Representative.

GUIDE FOR DISTRICT REPRESENTATIVE & CO-ORDINATOR REPORTS

This is used to assist District Representatives and Coordinators in doing their reports for Committee and Assembly meetings. It is to be distributed to all new District Representatives and Coordinators.

BLANK AGENDA FORMS

These forms are used during Committee meetings when setting the agenda for upcoming Assembly Weekends.

INDEX MOTION OF PERTINENT TOPICS

This is a document that contains all "pertinent" Saskatchewan Al-Anon motions.

Motion 3/02: That we accept the document 'An Index of Pertinent Saskatchewan Al-Anon Area Motions' as printed, to be kept updated by the Area Secretary and to be used by the Area Table Officers.

The Index of Motions document should be updated electronically after each Committee or Assembly meeting.

COMMITTEE MEETING HOSTING GUIDELINES & RELATED DOCUMENTS

These guidelines are to assist Districts in hosting Committee meetings. They can be sent to hosting

Districts upon request.

ASSEMBLY WEEKEND HOSTING GUIDELINES & RELATED DOCUMENTS

These guidelines are to assist Districts in hosting Assembly weekends. A copy of the guidelines is included with the registration supplies which are passed along to the hosting District. The Area Secretary has an electronic copy.

COMPILATION OF THE MINUTES

After information from the current meeting is recorded, it is gathered together and compiled. Past Minutes can be used as a guideline for compiling the current Minutes.

ASK-IT-BASKET

Record Ask-it-Basket questions and answers.

Motion06/13; Jane D./Chris W. that the Ask-it-Basket questions and answers be recorded by the Secretary, to be published in the Assembly Minutes. Copies to be sent to the Newsletter Editor and Website Coordinator to have available in our News & Views and Area Website. **Carried**

DISTRIBUTION OF THE MINUTES AND PERTINENT INFORMATION

Whenever sending documents out to AWSC members, the Secretary should always send them in PDF format so they can easily be opened and read on any device including mobile phones.

ASK-IT-BASKET

As a Table Officer, the Area Secretary is required to participate in Ask-It-Basket.

AREA SECRETARY EXPENSES

The Area Secretary is given an advance at the beginning of their term. (Currently, \$300.00) Receipts from expenses incurred with each set of Minutes are recorded on an Expense Voucher and submitted to the Area Treasurer for reimbursement.

The advance, less any outstanding expenses, is returned to the Area Treasurer at the end of your term.

Updated November, 2023