

SECRETARY 07-05-14

- 1) KEEPS ALL WRITTEN RECORDS, MINUTES OF THE MEETINGS & TAPE MEETINGS (AS / IF NEEDED)
- 2) KEEPS MEETING ATTENDANCE RECORDS
- 3) PREPARES AND MAINTAINS COMMITTEE CONTACT INFORMATION SHEET, INCLUDING AL-ANON MEMBERS
- 4) HANDLES CORRESPONDENCE (ALWAYS WITH COPIES TO CHAIRPERSON CONCERNED)
- 5) KEEPS WRITTEN REPORTS FROM EACH COMMITTEE CHAIRPERSON
- 6) KEEPS SEPARATE RECORD OF ALL ITEMS VOTED ON AND THE OUTCOME OF THE VOTE
- 8) SIGN SIGNATURE CARD FOR CHECKING ACCOUNT, AS NEEDED
- 9) IF YOU MUST MISS A MEETING APPOINT SOMEONE TO TAKE MINUTES & TAPE MEETING AS / IF NEEDED
- 10) SOBRIETY REQUIREMENT: 1 YEAR OF CONTINUOUS TIME OF BEING CLEAN & SOBER
- 11) KEEPS CHAIRPERSON INFORMED OF ALL PROGRESS AND ARRANGEMENTS
- 12) **SEE ADDITIONAL COMMITTEE MEMBER DUTIES**