



NORTH CAROLINA / BERMUDA AL-ANON / ALATEEN AREA WORLD SERVICE COMMITTEE

Area Secretary

The North Carolina / Bermuda Al-Anon / Alateen Area Bylaws, Article VII, Officers, Section 9, define the role of the Area Secretary as:

“The Area Secretary shall (a) keep the minutes of the Assemblies, all regular, special or called meetings of the Area World Service Committee in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) maintain and authenticate the records of the corporation and be custodian of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which on behalf of the corporation under its seal is duly authorized; (d) attest the signature or certify the incumbency or signature of any officer of the corporation; (e) handle correspondence that is not channeled to a specific committee or coordinator; (f) send, or cause to be sent, to the Conference Administrator at World Service Office, the names and addresses of all Area World Service Committee members; and (g) in general perform all duties incident to the office of Area Secretary and such other duties as from time to time may be prescribed by the Chairperson or Board of Group Representatives and described in the Al-Anon / Alateen Service Manual.”

Area Secretary Duties

- The Area Secretary maintains a copy of all past AWSC and Assembly minutes. The AWSC minutes date back to the first meeting in 1971.
- The Area Secretary researches the minutes for any requested information.
- The Area Secretary keeps the master copy of the Articles of Incorporation and Area By-Laws.

Area World Service Committee (AWSC)

- The Area Secretary has vote on the AWSC.
- The Area Secretary is assigned to the Public Outreach Service Arm.
- The Area Secretary's expenses for AWSC activities related to transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Secretary receives the AWSC meeting agenda from the Area Chairperson and e-mails it to the AWSC four weeks in advance.
- The Area Secretary takes minutes during the AWSC meetings. Note: If discussion occurs regarding a candidate for a service position (Ex. Convention Co-chair / Program Chair), specific comments regarding the candidate are not included in the minutes.
- The Area Secretary e-mails all AWSC members the minutes from the AWSC meetings within three weeks of the meeting.
- The Area Secretary entertains a motion to accept the minutes from the previous AWSC meeting and notes any corrections to the minutes. The corrected minutes are placed in a permanent minutes book to be passed along to his / her successor.
- At the beginning of the panel term the Area Secretary contacts all past Delegates, including those no longer active on the AWSC, to see if they wish to receive AWSC and Assembly notices and minutes.
- The Area Secretary maintains an updated roster of the Area World Service Committee and distributes it to the AWSC.
- The Area Secretary is responsible for annually updating the motions lists from AWSC meetings and distributing these to the members of the AWSC. The motions list contains all motions that passed. The motions are recorded exactly as stated in the minutes.
- The Area Secretary prepares (in October or according to the Area Treasurer's schedule) a list of anticipated expenses for the upcoming budget year.

- The Area Secretary maintains a master copy of all Area Guidelines (Assembly, Convention, Re-Districting, Orientation Meeting, Travel Expense, Trustee Nomination, and Website), AWSC position descriptions, AWSC and Assembly past motions, Alateen Safety and Behavioral Requirements and related forms (AMIAS and Sponsor applications, etc.), G-mail address list, Articles of Incorporation, By-Laws and By-Laws Index. A list of all documents (with the date of the most recent copy indicated) will be provided to AWSC members.
- The Area Secretary has access to an e-mail account for AWSC communications or arranges to have an “e buddy” who will receive e-mails on his or her behalf.
- The Area Secretary regularly checks the area G-mail account or arranges to have these e-mails forwarded to a personal account.

Area Assembly

- The Area Secretary’s expenses for assembly activities related to transportation, meals, hotel, copies, and postage are reimbursed through the Area Treasury. The Area Secretary may request advance funds for making copies and postage.
- The Area Secretary receives the Assembly agenda from the Area Chairperson and sends out notice of the Assembly six weeks in advance. The Assembly notice includes the agenda, letter / memo from Area Chairperson (if applicable), hotel and meeting place information, and background information from each of the service arms. The information is sent by e-mail to the AWSC. DRs distribute the Assembly information electronically to groups that have provided an e-mail address. The Area Secretary makes and mails copies to those groups that do not receive e-mail communications. The number of copies needed and mailing labels are provided by the Alternate Delegate at the secretary’s request, allowing ample time for the labels to be printed and mailed. The Assembly information is also posted on the Area website (<http://ncbermudaafg.org>) by the Area Website Coordinator.
- The Area Secretary calls the roll and thus introduces the AWSC at the Assembly.
- The Area Secretary entertains a motion to accept the minutes from the previous Assembly and notes any corrections to the minutes. The corrected minutes are placed in a permanent minutes book to be passed along to the next secretary.
- The Area Secretary takes minutes during the Assembly. Note: If discussion occurs regarding a candidate for a service position, specific comments regarding the candidate are not included in the minutes.
- The Alternate Delegate provides the Area Secretary the count of voting GRs and non-voting members from the registration sheets.
- The Area Secretary counts the votes at Assemblies.
- The Area Secretary e-mails all AWSC members the minutes from the Assembly within four weeks of the meeting. DRs forward an electronic version of the minutes to those groups that have provided an e-mail address. A limited number of hard copies are provided by the secretary at the next Assembly for those groups that did not receive them by e-mail. The Assembly minutes are also posted on the Area website (<http://ncbermudaafg.org>) by the Area Website Coordinator.
- The Area Secretary provides limited copies of “How It Works: Our North Carolina / Bermuda Assembly” along with the Assembly Voting Procedures, Motion Definitions, and Voting Procedures Flowchart at the Assembly. These items are posted on the Area website and can be e-mailed by DRs prior to the Assembly.
- The Area Secretary provides copies of the Assembly Motion Form.
- The Area Secretary is responsible for annually updating the motions lists from Area Assemblies and distributing these to the members of the AWSC. The motion list contains all motions that passed. The motions are recorded exactly as stated in the minutes.