



# NORTH CAROLINA / BERMUDA AFG, INC.

## AREA WORLD SERVICE COMMITTEE

### Area Secretary

North Carolina / Bermuda AFG, Inc. Bylaws, Article VII ~ Duties of Officers, Section , define the role of the Area Secretary as:

**THE SECRETARY (AREA SECRETARY).** The Secretary shall record the minutes of all meetings of the Corporation, shall be the custodian of books and records of the Corporation and shall perform such other duties as may be delegated.”

### 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 Assembly minutes date back to 1969.

- 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 attends the annual meeting of the Board of Trustees (Officers) ) immediately following the first AWSC meeting of each year.
- The Area Secretary's expenses for AWSC activities related to transportation, meals hotel and required supplies are reimbursed through the Area Treasury.
- The Area Secretary prepares (in  
The Area Secretary prepares (in July or according to the Area Treasurer's schedule) a list of anticipated expenses for the upcoming budget year.
- The Area Secretary receives the  
The Area Secretary receives the AWSC meeting agenda from the Area Chairperson and emails it to the AWSC four weeks in advance.
- The Area Secretary takes minutes during the AWSC meetings.  
akes. Note: service position (  
occurs regarding a candidate for a If discussion  
egarding a candidate for a service position (i.e., Convention Co  
Convention Co-chair /  
Program Chair), specific  
Program Chair), specific comments regarding the candidate are not included in the  
comments regarding the candidate are not included in the  
minutes.



and Website), AWSC position descriptions, AWSC and Assembly past motions, Alateen Safety and Behavioral Requirements and related forms (AMIAS and Sponsor applications, etc.), generic email address list, Articles of Incorporation, Bylaws and Bylaws 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 email account for AWSC communications. • The Area Secretary regularly checks the area generic email account or arranges to have these emails forwarded to a personal account.

### **Area Assembly**

- The Area Secretary's expenses for assembly activities related to transportation, meals, hotel, copies, postage and required supplies are reimbursed through the Area Treasury. The Area Secretary may request advance funds for making copies and postage.
- The Area Secretary attends the regular meeting of the Board of Trustees (Officers) immediately following the Spring and Fall Assemblies in May and November, respectively.
- 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 email to the AWSC. District Representatives distribute the Assembly information electronically to groups. 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 and/or electronic record 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 receives reports for the Area Assembly from the Area Officers and Coordinators by one (1) week after the Assembly and distributes these reports within two (2) weeks of the meeting. District Representatives forward an electronic version of these reports to the groups.
- The Area Secretary emails all AWSC members the minutes from the Assembly within four weeks of the meeting. District Representatives forward an electronic version of the minutes to the groups. A limited number of hard copies are provided by the secretary at the next Assembly for those groups that did not receive them by email. 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 emailed by District Representatives prior to the Assembly. • The Area Secretary provides copies of the Assembly Motion Form.

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- 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.

