

## Position Description

### Secretary

Volunteer

#### **AA Declaration**

*I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:  
**I am responsible***

#### **Responsible to**

Office Manager/ Committee/ AA Groups

**Tradition 2; For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.**

#### **Purpose**

The position of Secretary supports the NSCSO's operation by being responsible for the production and distribution of the Office meeting minutes. The Office Meeting is held on the 1<sup>st</sup> week of the month, alternating days from Monday through to Friday.

#### **Duties & responsibilities**

Your duties as Diverter Coordinator are to include but are not limited to the following:

- Notify Committee members of meeting date and time. Confirm attendance.
- Attend Office meeting and record complete and accurate minutes of the meeting.
- Produce minutes of monthly meetings within 7 days of meeting for distribution to Committee members and Groups.
- Coordinate monthly mail – out to local groups of monthly minutes for NSCSO and Area E, the Linkletter and other relevant notices of interest

#### **Qualifications**

Basic knowledge of Microsoft Word and Excel and email. Pleasant manner, problem solving ability, patience and dependability

#### **Length of Appointment**

The Secretary position is assigned for 2 years from AGM. After the 2 years if there is no other volunteer for this position the current Secretary maybe reappointed.

## **Secretary – Position Description cont**

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### **Time Commitment**

Varying hours per week

### **Sobriety Requirement**

This position requires a minimum of 2 years sobriety

### **Location**

The Secretary position may work from home if the volunteer has computer access and/or from the Office in St Ives.

### **Support**

Training for this position will be provided, In addition, the Office Manager and Office Administrator will be available for assistance