

BOARD SECRETARY

Position Description

- 1) Has knowledge of, and experience using, Al-Anon Traditions, Concepts of Service and the *Al-Anon/Alateen Service Manual*.
- 2) Has knowledge of, and experience using, the Area's AWSC and Assembly Policy and Procedure Manuals. Gains a good working knowledge of the BOT Handbook.
- 3) Serves on the Board of Trustees (BOT) of Al-Anon Family Groups of Georgia, Inc. (AFGG).
- 4) Keeps the corporate seal, Articles of Incorporation, and BOT passwords in the Board safe in the GACS office.
- 5) Serves as a member of the Alateen Safety Committee.
- 6) Maintains an accurate list of all Board members for distribution purposes and roll call lists for BOT meetings.
- 7) Updates the BOT Handbook as needed.
- 8) Updates the position descriptions as approved by the BOT.
- 9) Duties During BOT Meetings
 - a) Calls roll at all BOT meetings.
 - b) Keeps count of the voting members.
 - c) Has the following documents available for access by all Board members:
 - i) Approved minutes and motions of all BOT meetings;
 - ii) The current Area 11 Al-Anon/Alateen Assembly Information and Archives Booklet.
 - iii) The current BOT Handbook.
 - d) If unable to attend, coordinates with the Board Chair to arrange for a replacement.
 - e) If the Board Secretary stands for an office, another member is appointed to record votes for the candidates.
- 10) Duties Immediately Following BOT Meetings
 - a) Types and keeps minutes of the BOT meetings.
 - b) Chooses one Board member to proofread minutes prior to distribution.
 - c) Sends BOT minutes electronically to Board members. Suggested time frame is within 14 days following each Board meeting.
 - d) Makes any necessary corrections to BOT minutes in a timely manner and distributes accepted/approved minutes electronically to all Board members within one week of their approval. All minutes include a notation of the date they were accepted/approved.
 - e) Updates BOT Outline of Minutes.
- 11) By January 31st of each calendar year, a copy of the accepted/approved minutes for the prior year is securely stored in the GACS office.
- 12) Does not have voice or vote at AWSC meetings unless also serving as a current Area officer or a past Delegate, Area Chair or WSO Trustee.
- 13) Alateen
 - a) In the event of an incident/illness:
 - i) Receives copies of the Georgia Alateen Permission/Medical Form from the AAPP Coordinator, along with the incident/illness Notification Form in a sealed envelope;
 - ii) Places copies inside another envelope labeled "Alateen";
 - iii) Files copies in a fireproof safe with other corporate documents until the teen turns 20 years of age or until notified by the Board Chair that any pending litigation has been resolved.
 - b) When notified of pending litigation:
 - i) Makes a copy of the Georgia Alateen Permission/Medical Forms along with the Incident/Illness Notification Form.
 - ii) Places forms in another envelope labeled "Litigation Pending. Keep until Notified."
 - iii) Places this envelope and information in the Board safe in the GACS office with other corporate documents.
 - iv) Upon notification that litigation has been resolved, shreds these documents.
 - c) Persons having access to these records will be limited to the Board Chair and the Board Secretary.

- 14) Participates in conference calls and online meetings that may be necessary throughout the year.
- 15) Is accessible to members of the BOT via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
- 16) Maintains records and supplies and passes them to the next Board Secretary.
- 17) Has an approved budget for necessary expenses associated with fulfilling duties and attending BOT meetings that are reimbursed by the Board Treasurer when an expense form and receipts are submitted. Advises the Board Treasurer if the budget needs to be adjusted during the annual review.
- 18) Is willing to be a service sponsor for the next Board Secretary.

Eligibility/Previous Service

- 1) Be an active member of Al-Anon Family Groups who lives within Area 11, at least 23 years of age and with at least five (5) years of continuous membership, the last two (2) of which must be in Georgia.
- 2) Be eligible to become an Al-Anon Member Involved in Alateen Service (AMIAS).
- 3) Is not a member of Alcoholics Anonymous (A.A.).
- 4) Be able to speak and write proficiently in the English language.
- 5) Have service experience beyond the group level.
- 6) May not serve more than two (2) complete terms consecutively.
- 7) Be an elected member of the BOT.

Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills with attention to detail.
- 4) Good computer and technology skills such as use of the internet, e-mail, and conference calling, and proficient with Word and PDF documents.

Equipment

Computer, printer, Internet connection and digital recorder.

Workload Affected by Deadlines

The workload is intense for a short period of time after BOT meetings when preparing the minutes for distribution to meet the suggested deadlines.