

Area 32 District 8: Service Position Descriptions

Secretary/Archivist

The Secretary/Archivist maintains records, compiles reports, and oversees the correspondence of information between groups within the District regarding events, announcements, and contacts. The time commitment is 3-4 hours/month not including the District meeting. The term is 2 years. Prerequisite for the position is: 2 years of active Al-Anon recovery and preferably past service experience at the group level, eg. Group Secretary.

Duties Include:

1. Record minutes at the District meeting including: attendance, old business, new business, and miscellaneous discussions and topics
 2. Collect monthly written reports from District Officers, Coordinators, and Group Reps
 3. Compile minutes and reports into a comprehensive District report and distribute to the GRs and District Officers and Coordinators. Record a copy in the archives
 4. Monitor the District 8 email address by answering basic inquiries and forwarding appropriate messages to District Officers and Coordinators
 5. Maintain a District Directory of Officers and Coordinators, GRs, and group Secretaries
 6. Maintain an email listserv of District Officers and Coordinators, GRs, and group Secretaries
 7. Oversee the upkeep of the District google drive and archive documents as needed
 8. Distribute, via email, flyers for announcements, events, and changes to meeting schedules. Coordinate with PI/CPC Coordinator and Webmaster to ensure accuracy across all platforms. Archive flyers of past events in the google drive
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District 8 Absence Policy: Per a motion passed by voting GRs, if any person holding a district position (officer and coordinator) is absent from 3 district meetings in a row without submitting a written report in advance to the Secretary, the position will be forfeited and the District may seek a replacement.

In advance of completing the term, Officers and Chairs are encouraged to find an Alternate/Incoming person and serve as a Service Sponsor for several months.