

DISTRICT 82  
SECRETARY/ALTERNATE SECRETARY  
JOB DESCRIPTION

**District 82**  
**Web Copy**

**GENERAL DESCRIPTION**

The Secretary is elected by the district committee to serve a two-year term and is a voting member of the district committee. In the absence of the Secretary, the Alternate Secretary is a voting member of the district committee.

**POSITION DESCRIPTION**

The Secretary records, types, and distributes the minutes and any other special documentation such as amendments to the Policies and Procedures Manual of the district committee.

**POSITION QUALIFICATIONS**

1. Two years of sobriety
2. Typing/computer skills
3. Commitment to serve the district committee as suggested by the position duties and responsibilities

**DUTIES/RESPONSIBILITIES**

1. Attend district meetings
2. Be available to the DCM, the district officers, the standing committee chairpersons, and all members of A.A. in the district as a resource for questions or secretarial issues
3. Participate in service workshops and give presentations when asked
4. Submit an annual district budget and attend budget meetings
5. Have a willingness to learn and apply the Twelve Traditions to the position
6. Minutes will be ready and mailed or emailed at least **ten days** prior to the next district meeting
7. Have copies of minutes, the Policies and Procedures Manual, and/or any special documentation such as amendments to the Policies and Procedures Manual available at the district meeting
8. Mail or email any special documentation such as amendments to the Policies and Procedures Manual to all known GSRs and Alt. GSRs in the district, as well as all members of the district committee
9. Provide copies of the district minutes to the district Archives Committee, Area Secretary, and others who may request them
10. Coordinate with the DCM to provide an agenda to be mailed with the announcement of the next district meeting
11. Maintain updated copies of position responsibilities of the district committee officers, DCM's, and standing committee liaisons/chairpersons
12. Be willing to assist any district officer or standing committee chair, who may require the skills of the Secretary
13. Communicate with and be willing to involve and assist the Alternate Secretary
14. Will be the keeper of the district Policies and Procedures Manual, minutes, & job descriptions