

DISTRICT SECRETARY (Voted-Position by Group Reps in the District)

IN GENERAL

- Term of 3 years, congruent with Area Panel term
- Submit a Trusted Servant Profile by July District Meeting of voting year.
- Familiar with the AI-Anon Service Manual and WSO Guidelines
- District 23 Website - [Service Manuals/WSO Guidelines/Other Resources](#)
- Having a Service Sponsor is strongly recommended.
- A subscription to the Washington Wanderings is recommended

MONTHLY

- Take minutes at each District Meeting (or ask the Alternate District Representative if unable).
- Give Secretary's Report of previous month's meeting minutes and ask for additional corrections prior to vote of approval
 - Minutes should include:
 - Time of Open & Close of meeting; Persons in attendance and district position(s), group, visitor etc.
 - Substance of Discussions/Reports given including GR's Group Check-In
 - **Group conscience decisions**
 - **Motions and vote outcomes (confirm voting number prior to each vote)**
 - Format Suggestions for Archives
 - Use bold font on Group Conscience and Motions to be more easily seen.
 - Name Final Meeting Minutes doc in this format MM.YYYY Dist23MtgMins
- Provide a rough draft of current meeting minutes to alldistrict23@dist23.org in a timely fashion (3-5 days) after meeting for review and submission of corrections/additions.
- Review and correct minutes based on submissions and provide corrected minutes for review to alldistrict23@dist23.org 1 week prior to the next District Business Meeting
- Email final corrected and approved meeting minutes to alldistrict23@dist23.org

AS NEEDED

- Compile and keep an updated contact list of emails and phone numbers of Officers, Coordinators and Group Reps (for internal use only). Inform Web Coordinator and District Representative of any changes, additions, or deletions.
- Keep and update a log of Equipment and supplies available for District 23 check-out, i.e., Building/Storage Keys, Sound Equipment, Display Boards, Outreach Banners, Literature Racks, Archive Memorabilia, District Stamp, etc. and keep track of location of Coordinator bins/binders for positions that are/become vacant.
- Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.

ANNUALLY

- Submit an estimated annual budget for District Secretary position to the District Budget Committee
- Participate in the annual District 23 Budget Committee Meetings

“We are not in this alone! Together We Can Make It! Let It Begin With Me!”