

SECRETARY

(Elected Position)

Attend all District meetings or send a representative.

Advise District Representative if not able to attend the District meeting and who will represent you.

Familiarize oneself with the duties of the Secretary in the Al-Anon and Alateen Service Manual, and WSO Guidelines.

Record District meeting minutes.

Transcribe minutes of last District meeting.

Make copies of last month's District meeting minutes to bring to the district meeting.

Provide a copy of last month's district meeting minutes to the District's Email List.

Have District meeting minutes approved and corrected when requested.

Compile an Email listing and phone listing of all Group Representatives and District Coordinators. Keep list up to date. Inform Website Coordinator of any email changes, additions, or deletions. Record a list of officers and any visitors.

Keep a list of people in attendance at each District meeting and include in minutes.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Submit an estimated budget to the District Budget Committee. A subscription to the *Washington Wanderings* is recommended.

Having a Service Sponsor is strongly recommended.