

NCWSA SECRETARY—Duties and Job Description

Major Duties

- Maintain the Roster of members of NCWSC, use for Roll Call, distribute Roster regularly, create nametags,
- The names and addresses of the membership of the Committee shall be sent to the Delegate who shall send them to the Conference Administrator at WSO.
- Call roll at Committee Meetings and Assemblies
- Maintain the membership of the Yahoo Group; invite and accept new members, post files.
- Attend and take minutes of Assemblies and Committee Meetings
- Assure that each motion is accurately written on an appropriate form, that the determination and vote are recorded, and properly included in the minutes and “Motions Passed/Failed”
- Transcribe minutes and disperse them to members, 12 Stepper, Yahoo group. When accepted as final, submit to web site and corporate office.
- Take minutes of Officers’ phone call meetings and distribute to officers/delegate.
- Maintain bins of folders; take them to each Assembly and Committee meeting. Because of being keeper of the bins and necessity to take minutes, need to be early to meetings and leave late.
- Send information remaining in bins to Committee members who left them or didn’t come
- Maintain list of Motions Passed and Failed for both Assembly and Committee
- Handle correspondence (mostly email) not otherwise directed
- Prepare election materials, motion forms, ballots, etc. Often this means creating the Packets given to GRs when they arrive at Assembly.
- Prepare and submit annual budget request to Budget Chairperson.
- Certify the original or a copy of the By-laws as amended, keep at NCWSA Office.
- Report on activities at Committee meetings and Assemblies. (Give a report during Officers reports.)
- Be sure that all notices are given in accordance with the provisions of the Bylaws or as required by law.
- Attend seminars, conferences and meetings as authorized by NCWSA.
- Perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the Bylaws, or which may be assigned from time to time by NCWSA.
- Be available for review of Secretary position by Executive Committee, using this opportunity to review and update the job description as necessary and to seek assistance as necessary.

Potential divisions of labor

- An Assistant could do maintenance of Roster and Yahoo Group; s/he would give the Secretary the list for Roll Call and Delegate for the WSO Conference Administrator
- An Assistant can update Motions Passed and Failed
- Proofreaders should be delegated to review the minutes; at least one who was at the meeting and at least one who was not.

- Creating Packets for Assembly should involve an ad hoc committee, possibly from the Host Committee. Consult the Officers, especially the Chairperson, as to what should be in the Packet, and consult with the Literature Coordinator who can order appropriate literature for insertion into the Packet.
- Someone else can mail materials left at the end of Committee Meetings and Assemblies

Reference Documents for Performing Duties

- World Service Handbook, Secretary
- NCWSA Bylaws
- NCWSA Guidelines
- The Secretary refers to the Service Manual, to other Al-Anon literature and guidelines, to NCWSA Bylaws and Guidelines, and to experienced current and former Area level leaders for guidance. The chart below lists specific requirements and the approximate time required

Time Requirements

Familiarize self with Minutes, Web site, Motions P&F	8 hours at start of panel
Attend NCWSC Meetings and Officer Meetings	30 hrs per year
Attend Assemblies	28 hrs per year
Prepare Minutes for NCWSC, NCWSA	20 hrs per meeting
Correspondence	2 hours a month
Prepare and maintain Roster and Yahoo Group after	30 hrs 1 st year, 10 hr/yr
Prepare nametags, bin labels, etc.	10 hours/panel
Mail bin contents	1 hour per meeting
Executive Committee Job Review Interviews	8 hrs per panel
Attend Exchange Mtg. every 3 years of panel	6 hrs @ 1 st & last yr
Attend Officer Conference calls	15 hours per year
Prepare Officer call minutes	6 hours per year

Space and Equipment Required

- Space to store bins and about 2 boxes of equipment/supplies
- Portable Computer, access to printer. Extension cord would be good.
- Keep possession of Area's digital recording machine.

Reimbursable Expenses

- Office expenses such as copying, postage, supplies
- Materials for Packets, bins, etc.
- NCWSA/C Travel – for attendance at Committee Meetings and Assemblies: mileage, hotel, and meals (reasonable expenses, shared room).
- Other conferences, meetings, seminars or workshops, and supplies, for which reimbursement is also allowed, if approved by the Committee