

## **Intergroup Secretary**

1. Qualifications: It is suggested the Secretary should have a minimum of 2 years of continuous sobriety and be willing to develop a working knowledge of the Steps, Traditions and Concepts. It is preferred that the Secretary has access to word processing and email.
2. Responsibilities: The responsibilities of the Intergroup Secretary include:
  - a. Regularly attend the monthly District Intergroup Meeting.
  - b. Make arrangements with the Chairperson if attendance at the meeting will be missed.
  - c. Document attendance at the Monthly Meeting and determine the number of eligible voters at each meeting (see paragraph 3 E "Voting").
  - d. Record the Minutes of the Meeting. These minutes should include topics discussed, names of parties making motions and seconds (first name, last initial), and the details of information provided by Officers, Committee Chairs and GSR's. Particular attention should be paid to the wording of all motions and the results of all votes. Anonymity of Members is of the utmost importance.
  - e. Submits draft Minutes to the Chairperson for approval prior to distribution.
  - f. Maintain, update, and keep confidential, a database of email addresses of all Committee Members.
  - g. Distribute the Minutes using the "blind carbon copy" (bcc) format so as to protect the sensitive nature of Members email addresses as well as anonymity (see section "e" under DCM responsibilities). Minutes should be distributed approximately one week prior to the upcoming District Meeting.
  - h. Distribute to the Members, with prior approval from the Chairperson, Officers reports and other specific information as request
  - i. Maintain, update, and keep confidential a list of District Home Groups (with Group numbers), Representatives and Alternate Representatives of record.
  - j. Keep an archive of important papers and information to turn over to his/her successor. This archive should include past minutes, attendance records, event flyers, Treasurers reports, and all records entered into the minutes by the Members. These records may be kept in digital form.