

BC/Yukon Area Secretary

Job Description

As a Member of the Area Officers

The BC/Yukon Area officers include the Delegate, Alternate Delegate, Area Chair, Secretary and Treasurer. Each officer is elected by the Group Representatives who vote on behalf of the groups in the Area. Area Officers work together to handle the day to day requirements of supporting the membership.

As a Member of Area World Service Committee

The Area World Service Committee is comprised of Area Officers, Area Coordinators, Al-Anon Information Service/Literature Depot Liaisons and District Representatives. The purpose of this committee is to plan for the general improvement of both the Assembly and the groups. The AWSC members meet between Assemblies to initiate projects, make recommendations to Assembly and plan the agenda for Assembly.

Area Officer General Responsibilities

Area Officers work together to facilitate communication within the Area and between the Area and WSO. Officers also handle the practical functions of the Area such as banking, recording and arranging AWSCM and Assembly. Each officer is responsible for supporting the Area service members to effectively carry out their duties to support the unity and growth of Al-Anon in BC/Yukon Area. Officers may also work together with members to initiate activities to improve services to members.

When elections are scheduled, interested applicants must submit a service resume to the BC/Yukon Area Chair. The resume will be posted in the BC/Yukon Area Bulletin prior to Assembly. Resumes are reviewed by the members and Officers are elected by Group Representatives at Assembly for a 3 year term. The applicant may be asked to address the GR's at Assembly before the vote is taken.

General Qualifications

- An active member of Al-Anon who attends meetings on a regular basis and not also a member of Alcoholics Anonymous (Pg 163 *Al-Anon/Alateen Service Manual*)
- Must be a current or past District Representative
- Able to attend AWSCM in May, Assembly in September and Officer/Coordinator meeting in January or February. (Up to one extra officer/coordinator meeting may be scheduled if required)
- Able to communicate effectively in English both verbally and in written form
- Familiar with Traditions and Concepts
- Familiar with Area and World Service structure
- Familiar with active Motions adopted by the Area Assembly
- Willing to work cooperatively with members of the Area World Service Committee
- Internet and computer skills including MS Word and Excel
- Proficient use of e-mail is necessary
- Able to lead by example (see leadership essay on page 199, *Al-Anon/Alateen Service Manual*)
- Able to effectively use the *Al-Anon/Alateen Service Manual* for reference

Purpose of the Area Secretary:

- The Secretary attends to all secretarial duties for the Area and takes minutes of all meetings.

Specific Experience/Skills required:

- Good communication and organization skills
- Thoroughly familiar with the Al-Anon/Alateen Service Manual
- Computer skills, including having an email address
- Time management in getting minutes out promptly.

Primary duties:

- Attends Officer/Coordinator meetings before AWSCM and Assembly
- Takes minutes at AWSCM and Assembly
- Takes minutes at the AWSCM planning meeting held in the winter
- After all meetings, improves on the minutes taken and then sends them to the Officers for their approval
- Adjusts the minutes with the corrections and sends out minutes to Officers and Coordinators
- Works closely with Area Chair of BC/Yukon and the Delegate to deal with correspondence and other relevant duties.
- Organizes supplies for the Registration table at AWSCM and Assembly
- Makes ballots up for Assembly
- Maintains minutes, keeping them for 5 years.
- Updates Area 81 History of Motions and Current Motions
- Assists Area Chair on monitoring time for Agenda items

Communication:With Groups

- Communicates information via BC/Yukon Area Bulletin
- If contacted by a GR, responds as appropriate and keeps other Area Officers informed.

With Districts

- If contacted by a DR, responds as appropriate and keeps other Area Officers informed.

With Area

- Sends minutes to all Officers and Coordinators
- Works closely with Area Officers & Coordinators to support day to day conversations & decisions
- Assists Area Chair with AWSCM and Assembly plans
- Assists with responding to Ask it Basket questions from members at AWSCM and Assembly
- Prepares an interim annual report for the April Bulletin and a full annual report for the August Bulletin

Time commitment:

Can require 15 or more hours for AWSCM and 15 or more hours for Assembly and possibly 7 hours for the meeting in the winter. 1 to 2 hours per week reading and answering emails as well as putting a report in the BC/Yukon Area 81 Bulletin once or twice annually.

Length of term: Three years