

# 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 86,87 *Al-Anon/Alateen Service Manual 2022-2025 v2* edition)
- Must be a District Representative completing their third year of the term or an active past District Representative who has completed a 3-year term (*2019 Motion*)
- 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 AI-Anon/Alateen Service Manual
- Effective use of Zoom: screen share and recording
- Computer skills using Windows/Microsoft and Zoom
- Use of BC/Yukon email, including attaching files
- Time management in getting minutes out promptly.

**Primary duties:**

- Attends & takes minutes at all Officer/Coordinators meetings, AWSCM and Assembly
- Activates Zoom recording during meetings for use in creating minutes
- After all meetings, send draft minutes to the Officers for their edits and approval
- Sends completed and approved final minutes to Officers, Coordinators and Liaisons
- Works closely with Area Chair and Delegate to deal with correspondence and other relevant duties
- Organizes supplies for the in-person Registration table at AWSCM and Assembly
- Makes ballots for Assembly for elections
- Maintains electronic file for all minutes
- Send electronic minutes with attached treasurer report & task force reports to BC/Yukon Archives
- After Assembly, updates Motions on long and short list of Motions – and sends updates to website
- Assists Area Chair on monitoring time for Agenda items
- Uses Zoom screen share to display presentations/reports during AWSCM & Assembly

**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