



ALCOHOLICS ANONYMOUS
Area B Eastern Region

Area B Secretary

The Area B Secretary role is to:

- Prepare Area B Committee meeting agendas in consultation with the Area B Chairperson
- Take minutes at all Area Assemblies and Committee meetings.
- Circulate **draft minutes** of Committee and Assembly meetings to Committee members for review and confirmation within two weeks after meeting.
- Distribute the Committee meeting **agendas** 1 week before each meeting and **confirmed minutes** to GSRs and Committee members two weeks after each meeting.
- Maintain the mailing lists for the GSRs' Google Group and the Area B Committee Google Group.
- Collect and distribute all incoming correspondence (including by post) to the appropriate recipients.
- In collaboration with the Chair and Webmaster, prepare engaging bulletins to be shared via the Google Groups and Area B website, encouraging participation in Area Assemblies and special events such as "Founders Day" and "Working with Others Day".

The Area B Secretary is also responsible for maintaining complete records and files of:

- Assembly meeting minutes (including reports and agendas).
- Committee meeting minutes (including reports and agendas).

- Area correspondence.
- Document templates, such as the **Area B Orientation**, the **GSRs Welcome Pack**, and the **Area B Committee Terms of Reference and Role Statement** documents.

According to the *Australian AA Service Manual*, it is recommended that the sobriety requirement for Secretary be **no less than two years**, and preferably more than five.

This is a **two-year service position** and is a **voting office** within Area B.