

C. SECRETARY: The secretary is the official recorder for the district committee and all its activities.

QUALIFICATIONS:

- The secretary needs to have the time to complete and distribute minutes to the district committee chairs and GSRs in a timely manner
- Suggested sobriety of 1 year

DUTIES:

- Attend all district committee meetings and give a report of the last meeting minutes to the assembled committee – applicable unfinished business and new business
- Take minutes at all district committee meetings: Secretary receives written reports from district committee members, GSRs, takes notes of what is communicated during unfinished and new business and records written minutes of each meeting
- The secretary must be able to capture the essentials of what takes place at the district committee meetings, including specifics on motions made
- Create an email distribution list & edit it monthly accordingly
- Pass around an attendance sheet at each meeting for the purpose of editing distribution list and include in the minutes
- Keep a District 13 Email Directory with addresses of all officers, service chairs and GSRs
- The secretary shall maintain the Past Actions document and update it monthly according to actions taken by this committee
- Email minutes out to the distribution list within 7 days prior to the next business meeting