

Group Conscience Meeting Secretary

Responsibilities:

- Keeps accurate minutes at each business meeting (ensure meeting will be recorded if unable to attend)
 - Ensure minutes follow a template that includes meeting date, stop and start times, Summary of Motions, Attendance, Approval of Minutes, Service and Subcommittee Reports, Old Business, New Business, and Announcements
 - Submit minutes within 2 weeks to GC Chairperson and District Web Administrator
 - Read summary of Last Meeting's Minutes at each meeting
 - Maintain the MAWPM.secretary@gmail.com email account for receiving agenda items and service position inquiries
 - Assist Group Conscience Meeting Chairperson with creating agenda. Email agenda to Web Administrator no later than 72 hours prior to GC Meeting
 - Can serve as Group Conscience Meeting Chairperson if the Chairperson is absent
 - Provides attendance verifications when requested via e-mail to meeting attendees, ensuring they provide the date and time, chairperson name, and topic of the meeting
 - Primary contact, responsible for ensuring the meeting finder on the marijuana-anonymous.org website has accurate and up-to-date MAWPM meeting information
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- Two months prior to the completion of term, submit vacancy as an agenda item and script announcement

Requirements: six months continuous sobriety

Term Length:

- minimum: 6 months
- maximum: one additional term

Revised 11-13-23