

AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES

SECRETARY

RESPONSIBILITY:

To compile the monthly minutes from the Area meeting

QUALIFICATIONS:

1. One (1) years clean time
2. Willing to give time and resources necessary to fulfill position
3. Active participation in Narcotics Anonymous
4. Will need to have access to a computer and some computer skills
5. The Secretary has an operating budget of Seventy-Five (\$75.00) (9/18/2022)

DUTIES:

Secretary should receive a stamp and jump drive from previous secretary

1. Assemble group reports, subcommittee reports, fliers and nominations for the Area Service Committee (ASC) meeting. *Minutes should be uploaded by first Sunday of month following ASC meeting.*
2. **New business summary** is to be included in the ASC Minutes for the Secretary's input to be as follows: Who the new business is from, what it pertains to, if it a request funds, if a motion has been made what page it is located on and the results of the business {for example Back To Groups/Referred to So and So Subcommittee}. 8/8/2021
3. **Under the category on the minutes that read:** Are there any Groups, Subcommittees, or members with issues or concerns or who like to be recognized under new business? *The Secretary should follow Area Guideline #27 when a creating the list for New Business.* 8/8/2021
4. To type, print and have the ASC minutes prepared for upload to website by or before the first Sunday of the following month, after the Area business meeting.

5. Sends minutes to executive body (Chair, V. Chair, Treasurer, RCM) for approval. A majority of the executive body must approve Secretary's minutes before forwarding to the Web-Servant. The approval must be done by "reply all" so all members can see the results. If there is tie, it will be broken by the Policy Chair. This must be done before minutes are uploaded to website.
 - 5a. if the Secretary receives any requests for an immediate upload of information to the LEGS website, the secretary should communicate to the sender to send the information directly to the webmaster@legsna.org
6. When there is no Motion Log Custodian, the secretary must regularly update a log of passed Area policy actions/motions – Guidelines and Procedures changes affecting all Administrative Officers and the subcommittees of Area LEGS.
7. To know that any contact with outside entity should include at least 2 members. Except when necessary to reproduce the Area minutes.
(See guideline #26)
8. Secretary is directly responsible to the ASC. Is responsible for placement of motions in the Area minutes
 - a. change "back to groups" on front of minutes to read "Back to Groups Motions & all other motions" with addition of
"Back to Group" _____ and the number of motions
"All other Motions" _____ and the number of motions
 - b. Put the label "BACK TO GROUPS" ON TOP OF ALL BACK TO GROUP MOTIONS
9. Direction for all motions brought to the ASC floor must be dated and have an explanation
 - a. original motion must be placed in the minutes.
 - b. handwritten motions must be typed
 - c. the typed motions must be forwarded to the Custodian of the Policy Motion Log within one week of the ASC meeting.
10. Any approved referrals are to be sent immediately to the entity it was referred to for discussion or input. 1/15/2023

FYI: For a schedule of position for elections on the minutes please refer to Area Guideline #3