**SECRETARY**

**(Revised Jan 27, 2019)**

**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

**DUTIES:**

**Secretary should rec 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}. 5/19/21

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 for new business? The **Secretary should record all issues or concerns on the minutes.** **(DELETE)already addressed in 2.**

**CHANGE TO READ:**

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?

**ADD:**

**The Secretary should follow Area Guideline #27 when a creating the list for N*ew Business.”***

**Area Guideline #27**

That any new business will be queued in the order of: Groups, Subcommittees, Executive Body and Individual members. Once the “New Business” list is established all other “New Business” requests will be put at the end of the list. (5/26/21)