

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

## **SECRETARY ASSISTANT**

**Revised March 13, 2019**

### **Qualifications:**

1. Six (6) months clean time
2. Willing to learn the Area Secretary position and to fulfill the position in the absence of the Area Secretary
3. Active participation in Narcotics Anonymous

### **Duties:**

1. Willing to aid the Area Secretary in compilation and or distribution of Area's minutes when necessary.
2. When we don't have a Motion Log Custodian, assist the Area Secretary in updating the log of passed Area policy actions – Guidelines and Procedures and changes affecting all Administrative Officers and the Subcommittees of Area L.E.G.S.
3. Compile monthly calendar
  - a. in the absence of a Secretary Assistant the Area Secretary will be responsible for the Area Calendar (9/8/21)
4. Must have access to a computer and some computer skills.

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5. 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)
6. Must know Secretary guidelines