**Position: Business Meeting Secretary**

**Responsibilities:**

**●** Keeps accurate minutes at each business meeting.

**●** Ensure minutes follow a template that includes Attendance, Approval of Minutes, Subcommittee Reports, Old Business (to include action-item tracker), New Business, Listing of any agenda items not addressed from last meeting.

**●** Submit minutes within 2 weeks to Business Meeting Chairperson for review and District Web Administrator (MAD28.web@gmail.com) for posting on [ma-phone.org](http://ma-phone.org).

**●** Read summary of Last Meeting’s Minutes at each meeting.

**●** Assist with maintaining the ​wir.recovery1@gmail.com​ email box for sharing agenda items.

**●** Assist Business Meeting Chairperson with creating agenda. Can serve as Business Meeting Chairperson if the chairperson is absent.

**●** Update [marijuana-anonymous.org/find-a-meeting](http://marijuana-anonymous.org/find-a-meeting) (meeting finder) when WIR meeting schedules, topics, or parameters change.

**●** Two months prior to the completion of term, submit vacancy as an agenda item and notify District Web Administrator (MAD28.web@gmail.com) to add a script announcement.

**Requirements:**​ six ​months continuous sobriety from marijuana and all its derivatives including THC and CBD, 30 days attending phone meetings

**Term Length:**​ ​minimum: 6 months maximum: one additional term

**Revised 1-3-24**