

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
- Read summary of Last Meeting's Minutes at each meeting
- Assist with maintaining the agenda-MAWPM@ma-phone.org email box for sharing agenda items
- Assist Business Meeting Chairperson with creating agenda. Can serve as Business Meeting Chairperson if the chairperson is absent
- Ensure current and future service positions -to include subcommittee contact sources- have @ma-phone.org email addresses posted at the top of the MAWPM Business Meeting webpage
- Upon acceptance of position contact the web administrator to provide personal email address
- 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