

# VIRTUAL AREA

## Secretary Job Description (Two Year Term)

- Has a substantial period of continuous sobriety
- Has an understanding of the AA program and AA traditions
- Has the willingness and availability to regularly attend Area Assemblies and Committee meetings
- Has some background in general office work
- Has access to a computer with Internet and email facilities (preferably not an employer's)
- Monitor and administer the VA gmail account
- Monitor and administer the VA google drive
- Monitor and administer the VA WhatsApp group
- Prepare and send the agenda before each Assembly
- Take and send minutes plus relevant reports from office bearers after each Assembly
- Post Assembly details on relevant websites and publications
- Keep an up to date record of contact details for office bearers, GSRs and support people who attend the Assemblies
- Keep relevant parties informed - may liaise between the chair, treasurer, delegate, alternate delegate and AGSO
- Handover all information pertaining to the ongoing administration of the VA when rotating out of the secretary role

Updated of Feb 2024