

Secretary Checklist

Welcome to your new secretary commitment! It is important to remember that this commitment is both a **service** and **responsibility**. The term requirements are:

Individual secretary - 6 months from first meeting

Co-secretary - 12 months (combined) from first meeting

Here are some important tasks to do right off the bat:

- ☐ Get your key
 - Please pick up your key from the preceding secretary/secretary coordinator(s)
 - If you lose your key, there will be a \$5 charge to replace it.
- ☐ Update the binder
 - Ask the previous secretary to show you the process and how to set up and work the zoom.

Here is a checklist for you to do before each meeting you secretary:

1. Arrive 30 minutes early to unlock the door and make the coffee if your meeting does not already have an assigned coffee maker. You can assign one of somebody needs a commitment.
2. Tidy up the room and set up for the meeting.
3. Turn on and set up the zoom.
4. Choose someone to read "How It Works" or "More About Alcoholism", and choose someone to read the "12 Traditions" to open the meeting. Also choose someone to read a closing reading. There are several options to choose from in the secretary binder.
5. Start the meeting on time using the proper script.
6. During the meeting, please check on the Zoom to allow everyone to be able to participate in the meeting.
7. At some point during the meeting, count the money from the 7th Tradition collection and put it in the respective envelopes.
8. Aim to close the meeting about 5 minutes before the hour is up.
9. When the meeting is over: put the collection envelopes in the safe, and make sure the secretary closet door is locked.
10. Tidy up for the next meeting, and make sure the coffee cups were washed and that the coffee pot burners have been turned off.
11. Ensure that every one has left the fellowship hall (unless there is another meeting directly after). Be sure to check bathrooms and the back room.
12. Turn off the lights and make sure that all the doors (front and back) are locked before you leave.

Thank you for your service!