



Northern Sydney Central Service Office
Alcoholics Anonymous Australia

Position Description

Updated 19/06/2024

Secretary

Volunteer

AA Declaration

*I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:
I am responsible*

Responsible to

Office Manager/ Committee/ AA Groups

Tradition 2; For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Purpose

The position of Secretary supports the NSCSO's operation by being responsible for the production and distribution of the Office meeting minutes. The Office Meeting is held on the 3rd week of the month, alternating days from Monday through to Thursday.

Duties & responsibilities

Your duties as Secretary are to include but are not limited to the following:

- Act as Office Bearer of the Association
- Notify Committee members of meeting date and time. Confirm attendance.
- Attend Office, General and Annual General meetings and record complete and accurate minutes of the meeting including the names and position or group of members of the committee
- Produce minutes of monthly meetings by mail out deadline (Wednesday following the meeting) for distribution to Committee members and Groups.
- Keep record of all appointed office bearers and members of the committee
- Coordinate monthly mail – out to local groups of monthly minutes for NSCSO and Area E, the Linkletter and other relevant notices of interest

Qualifications

Basic knowledge of Microsoft Word and Excel and email. Pleasant manner, problem solving ability, patience and dependability

Length of Appointment

The Secretary as an office-bearer is subject to the constitution, to hold office until the conclusion of the second annual general meeting following the date of the member's election, but is eligible for re-election.

Secretary – Position Description cont

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Time Commitment

3-5 Hours per month

Sobriety Requirement

This position requires a minimum of 2 years sobriety

Location

The Secretary position may work from home if the volunteer has computer access and/or from the Office in St Ives.

Support

Training for this position will be provided, In addition, the Office Manager and will be available for assistance