District Secretary description from MA Service Manual v. 7.1

- Handle all non-financial paperwork
- Record clear & accurate minutes of each service committee meeting
- Optional: distribute meeting minutes to all participants
- Compile a log of all motions passed at all DSC meetings, listed in chronological order under a heading for each officer, subcommittee or other topic they affect

Committee officers should have at least six months clean and sober time + significant service committee background + a working knowledge of Steps, Traditions, and Concepts of Service

Suggested term length is 1 year.

Suggested that officers make themselves known to MA World Services to better facilitate Smooth Operations

Revised 12-18-24