

8. LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: RECORDING SECRETARY

Elections for this position are held at the September business meeting.

- Thank you for accepting this one year and one month commitment, from the day you accepted the position through the first meeting in October. If possible, you will shadow your predecessor, and train your successor when you leave the position.
- If you are filling in for a vacated position, the Commitment Chair will find someone who has done the position before to train you. You are still eligible to make yourself available for one full term of that position. We discourage making yourself available for any position that you have previously served a full term.
- You are expected to be at the 2nd Sunday monthly business meeting and become familiar with the Love and Service Group's History and Objectives.

If you are unable to fulfill your commitment at any meeting, please find someone from our group to cover for you (preferably *someone who has done the job before*) **AND** let the Commitment Coordinator know. Or, if you need to discontinue your commitment altogether, please contact the Commitment Coordinator.

The suggested **qualifications** and sobriety for this position are:

1. 1 year of sobriety
2. Suggested home group member
3. Computer, printer, online experience and availability and SLACK.

Your responsibilities are:

1. Attend and record the minutes of all business meetings and group conscious meetings.
2. Keep an updated list of all past and present actions or motions agreed upon by the group. **Note how motions are passed by simple majority or substantial -unanimity.**
3. **Add all motions to list in the Love & Service Google Drive each month.**
4. Provide a draft copy of the minutes within 7 days of the business meeting to the Business Meeting Chairperson for approval.
5. Once the minutes are approved by the Chairperson, they are uploaded to the **Love & Service Google Drive Folder (Business Meeting Minutes)** and **SLACK** in the #all-group-members channel at least 2 days before the Business Meeting.

Prior Chairs 2021 Janet P 2023 Anna A, 2024 Stacey, 2025 Paula, 2026 Kiki