

Chicago S-Anon Intergroup Secretary Role Description December 2022

For each monthly meeting, the Secretary:

1. Prepares and emails to Group Reps and officers, the following materials:

- Agenda (created with help of the Chair)
- Minutes of previous meeting
- Financial report
- Updated Group Rep list
- Miscellaneous reports, as applicable

NOTE: Meeting agendas often include the following:

- Serenity Prayer
- Establish quorum
- Call for motion to approve minutes
- Officer reports: Communications, Literature, Treasurer
- Old business
- New business
- Call for motion to close meeting
- Announce next meeting date

2. Convenes the monthly Zoom meeting and either takes attendance or designates another member to take attendance.

3. Maintains current Group Rep list in Excel (for ease of copy/paste into email)

4. Monitors Chicago S-Anon email account

Additional Information

Meeting materials typically go out Wednesday before the meeting, which is the second Saturday of every month. By group conscience, the July meeting traditionally is cancelled. You will receive reports from the officers. Minutes usually need to be proofed for typos, format and/or facts. Names are usually not included in minutes, such as she/he said this/that. Convert all documents from Word to a pdf file because not everyone has Word.

Mail meeting materials from the Chicago S-Anon Gmail account, not your personal email account. To send the email to all recipients, open the current rep list in Excel. Select and copy all the email addresses in the list and paste them into the email recipients as Bcc.

Use an email template letter in the body of your email and update it monthly. Feel free to add your own personal flair to it if you wish. Sample templates of all materials are available in the Intergroup Google Drive Chair folder:

<https://drive.google.com/drive/folders/17R1zsAIO74UWDxwe7nVVly2-Wxa7xaKU?usp=sharing>.

It's a good idea to check rep attendance occasionally. If a meeting hasn't had a rep present in three meetings, it's time to contact someone from that meeting and ask if they are still operating and wish to be part of Intergroup. Meetings that do not send a rep to Intergroup for 3 consecutive meetings may be omitted from the website (per our bylaws).

A quorum is a simple majority / 50 percent of total Group Reps and officers. For example, 16 meeting reps + 5 officers $\div 2 = 10.5$ or 11 attendees to make a quorum.