



Northern California World Service Area Secretary Guideline

HISTORY: The position of Secretary was created as an officer of the organization in the NCWSA Bylaws approved by the Assembly in February 1983 and accepted by the State of California on October 12, 1983.

PURPOSE: Serves as the Secretary of Northern California World Services Area, AFG Inc.

AUTHORITY: Refer to the current Al-Anon/Alateen Service Manual as well as NCWSA Bylaws and NCWSC Guideline for specific information.

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

- Is serving or has served as a District Representative.
- Use of effective communication skills, both written and oral.
- Familiarity with Microsoft Word, Excel, PowerPoint along with other software that is associated with fulfilling the responsibilities of the Secretary.
- Willing to maintain membership in any listserv platforms the Area uses.
- Willing to attend all meetings called by the Chairperson.
- Time management skills are a bonus.

DUTIES: See also Bylaw Article VI, Section 9, E.

- Attend all meetings of the Assembly and Committee.
- Perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of NCWSA, or by the Bylaws, or which may be assigned from time to time by NCWSA or the Chairperson.
- Take minutes of the meetings of the Assembly and Committee and distribute both draft and approved copies to the Area Website.
- Create name badges, as needed, for the Committee.
- File approved minutes of the Assembly, Committee, and Executive Committee and Bylaws, as amended, in the corporatefiles@ncwsc.groups.io
- Maintain the roster of NCWSC members for use at meeting roll calls, committee use on the listserv and for the 12 Stepper Editor.
- Provide the names and addresses of the committee membership to the Delegate.
- Maintain the membership of the Area listserv and manage the filing of documents as needed.
- Report on activities at Committee and Assembly meetings.
- Prepare and submit an annual budget request to the Budget Chairperson.
- Ensure that all notices are given in accordance with the provisions of the Bylaws or as required by law.
- Maintain the list of Motions Passed/Failed for both Assembly (B28) and Committee (B29), to include updating the Index for both documents.
- Assist in preparing Election materials and provide to Group Representatives for Assembly.
- Be available for review of Secretary position by the Executive Committee, using this opportunity to review and update the job description as necessary and to seek assistance, as necessary.



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RESPONSIBILITIES:

- Keep Guidelines up to date. Forward any revised guidelines under the responsibility of the Secretary to the NCWSA Bylaws Coordinator and Chairperson for approval and posting to the NCWSA website.
- Submit timely reimbursement requests to the Treasurer.
- File the SI-100 Statement of Information to the State of California as required.

TIME-LINE: (If applicable)

- New panel update on the SI-100 Statement of Information to the Secretary of State/California Corporation code sect 6210 by January 1, date of authorized change.
- If requested by Treasurer, file the SI-100 in odd years by October 31.
- Prior year minutes of Committee, Assembly, and Executive Committee by January 15.

AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:

- Variable during the year depending on tasks to do. Startup time could be from 15-20 hours per week. Maintenance time could be 10 - 15 hours per month.

EXPENSES:

Expense reports for travel and office expenses are submitted to the Treasurer in a timely manner and kept within the Budget submitted and approved by the NCWSC. Reasonable expenses include:

- Travel expenses to and from all NCWSA Assemblies and NCWSC meetings are reimbursed by NCWSA.
- Office supplies, including the use of a laptop, necessary to complete the duties as well as video communication and other software expenses.

RESOURCES: (Tools and Equipment Needed):

- Al-Anon/Alateen Service Manual.
- NCWSA Bylaws and NCWSC Guideline:
- Space to store equipment and supplies.
- Laptop computer, access to a printer and scanner with necessary software (can be provided by NCWSA)

FORMS AND GUIDELINES USED:

- See all forms and guidelines on Website. Those identified with “Secretary” as responsible person are used and updated by the Secretary.
- A4 Expense Reimbursement form
- A-14 Committee Address
- B-5 & B-5.1 Secretary and Assistant Secretary Guidelines
- B-32 Secretary List Server Guideline