

KENTUCKY AREA SECRETARY **GUIDELINES** PROCEDURES AND RESPONSIBILITIES

The following duties are established to assist the Kentucky Area Secretary to fulfill his/her duties effectively and comfortably throughout his/her term of office:

1. Ensures the Technology Coordinator records the Area World Service Committee (AWSC) and Area Assembly meetings and/or records the minutes with another device. The Secretary will then transcribe the minutes from the recorded version and from speaker submissions. The Secretary will ask for an electronic copy of reports from any officer or person making a report at the AWSC or Assembly one week prior to the event.
2. Ensure that the motions from AWSC are sent to the District Representatives (DRs) prior to the Area Assembly. The Secretary will also ensure that the motions are displayed on Zoom and in the room at the time of vote with the assistance of the Technology Coordinator.
3. Provides the Area Chairperson with a draft of the minutes within two weeks of each meeting (or a time frame agreed upon by the Area Chairperson and the Secretary) to allow the Chairperson to correct or ask for review of the taped minutes to assure correctness of the minutes. The Secretary may have another member who is proficient at proofreading, proofread the minutes.
4. Forwards minutes approved by the Area Chairperson via email to each member of the AWSC and for Districts with no DR to the Current Mailing Address (CMA) within four weeks of each meeting.
5. Maintains and makes corrections to the original minutes in the permanent minutes file as approved by each meeting of the AWSC and the Assembly.
6. Maintains current AWSC roster, making corrections at each meeting and providing copies to each member of AWSC.
7. Procures flip chart paper pads for voting every third October Assembly.
8. Posts a list of all eligible candidates for office at the election Assembly.
9. May assist the Area Chairperson and Website Coordinator in maintaining a current copy of **all Area Guidelines Procedures** approved by the AWSC and Assembly.
10. Maintains a running motion list for the term for both the AWSC and the Area Assembly.
11. The Secretary and the Area Chair coordinate to check the printer at each Assembly for replenishing paper and replacing ink cartridge(s).

Prepared and approved by Membership Outreach Committee: 10/2/2004

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AWSC – 3/3/2012

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