

KY AREA POSITION GUIDELINES

SECRETARY

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. Ensures that the motions from AWSC are sent to the KY Area Website Coordinator for posting to website prior to the Area Assembly so DRs and GRs can access Motions. 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 hard copy Minutes in the permanent Minutes file as approved by each meeting of the AWSC and the Assembly. And then goes back to correct digital files to reflect those final edits (if any), and saves Minutes file by ending in "..._finalApprvd.doc"
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 approved by the AWSC and Assembly.
10. Maintains a running list of all Motions 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).
12. At the end of the term, assists incoming Secretary with handy templates and guidance, and shares Final/Approved digital files of Minutes with Area Archivist.

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

Approved by AWSC: 1/15/2005

Approved by Area Assembly: 3/5/2005

AWSC – 3/3/2012

Re-visited by Ad Hoc Committee: 6/19/2012

Approved by AWSC: 10/5/2012

Approved by Assembly: 10/6/2012

Formatted: 1/15/2013

Updated by Outgoing Secretary: 1/29/2024

Approved by AWSC & Assembly: June 2026