

CENTRAL COAST CENTRAL OFFICE INTERGROUP

SECRETARY

QUALIFICATIONS

1. The Secretary shall have a minimum of two years continuous sobriety.
2. The Secretary shall be appointed by the Board of Directors to serve a one-year term, renewable for one additional term.
3. The Secretary shall take comprehensive minutes and distribute to the Board and Intergroup in a timely manner.

TIME ESTIMATE

No specific work hours are required but it is estimated the Secretary will spend up to 6 hours per month on Central Office business. Attendance at Board and Intergroup Meetings is 2 hours.

DUTIES

The Secretary shall perform their duties in the best interest of the Central Office, keeping in mind the overall purpose and guidelines of Alcoholics Anonymous.

Specific duties include the following:

1. Attend monthly Board meetings and Intergroup meetings.
2. Produce and distribute minutes and records of the monthly Board and Intergroup meetings.
3. File all minutes and records at the Central Office.
4. Maintain a record of all correspondence for the Board and Intergroup.
5. Record attendance at Board and Intergroup meetings.
6. Proofread the Nameless Newsletter prior to publication.