

SECRETARY

The group secretary, if wisely chosen, can add vitality and direction to the meeting. MAWS suggests a minimum of six months continuous clean time to serve as secretary.

Length of term is usually six months.

Typical responsibilities of the secretary include:

Always be on time (at least 10 minutes before meeting begins).

Make sure the meeting begins and ends on time.

Pick a leader/speaker/chairperson for the meeting.

Make sure all service commitments are filled.

Make sure a business meeting is held once a month.

Provide time for the GSR, committee reports, and any other MA announcements.

Provide GSR with any changes of meeting time, format, etc., to take to DSC

Meeting for changes in the schedule.

Fill out meeting record sheet (Chapter 4).

Keep meeting format notebook and meeting records.

PLEASE REMEMBER:

1. All people with commitments should attend steering committee meetings. Steering committee meetings are for the group's business only, and are held at a different time than the regular meeting.
2. All people with commitments should find someone to fill in if they cannot make the meeting.
3. Our leaders are but trusted servants; they do not govern.