

SECRETARY

General Description:

The Secretary will execute the duties in accordance with the Area Operating Guidelines and Procedures. This position is responsible for recording the discussions, actions, and activities from the monthly Area Archives Committee Meetings.

Voting Rights:

The Secretary will each have one vote in business matters.

Preferred Experience & Qualifications:

A suggested minimum of 2 years of sobriety and previous service experience for a group, District, or Area. General office, word processing, spreadsheet and Google Workspace knowledge is preferred. This position requires organization and attention to detail. Access to a computer will be required for this position.

Duties & Responsibilities:

- Attend monthly Committee Meetings
- Take attendance and document name, email and phone number of each committee member.
- Act as register and create and continually update committee member/visitor list.
- Record the actions, discussions, and motions as they relate to Committee business from the monthly meetings.
- Receive the Archivist monthly report and retain these as part of the Committee minutes.
- Meeting minutes should include (but not limited to):
 - The names of attendees (voting members and visitors)
 - Approval of the prior meeting minutes and Treasurer Report
 - Reports received from the Chair
 - Results from discussion regarding Committee business matters
 - Motions and voting results for business items and elections.
- Provide a summary of the meeting minutes to the chair for approval prior to distribution to the members of the Committee two weeks prior to the next scheduled meeting.
- Once approved, distribute the meeting minutes and all committee reports to the members listed on the Committee contact list.
- Make the minutes available at the following Committee meeting for review.
- Make necessary changes as indicated from the Committee members
- Forward the Committee approved meeting minutes to the Area Secretary IT webmaster to post on Area homepage and download to the Area Archives shared drive for Area 67.
- Maintain records of Committee minutes. At the end of term, provide the minutes to the incoming secretary or other member of the Archive Committee.
- Committee minutes may also include the minutes from the Area Assembly meetings and flyers for events occurring in districts or groups.
- Be willing to assist Committee Officers who may require the skills of the Secretary. Making and distributing flyers, digitizing documents, and assisting in workshops or request for archives traveling displays.
- Work with incoming Secretary in training of the Secretary duties.

TREASURER

General Description:

The Committee Treasurer will execute the duties in accordance with the Committee Operating Guidelines and Procedures. This position is responsible for maintaining financial records of the Committee. The Committee Treasurer is responsible for ensuring committee expenses are properly accounted for in the Committee Budget.

Voting Rights:

The Treasurer will have one vote in Committee business matters.

Preferred Experience & Qualifications:

A suggested minimum of 2 years of sobriety and previous service experience for a group, Committee, or Area. General office, word processing, and Google Workspace knowledge is preferred. This position requires organization and attention to detail. The candidate should also have experience in excel spreadsheets and general accounting knowledge. Access to a computer will be needed to fulfill the duties of this position.

Duties & Responsibilities:

- Using the Committee approved budget, record expenses on the appropriate line items. Maintain the original or copy of all expense receipts in to be saved to archives committees' records.
- Modify the Treasurer report to include any budget revisions approved by the Area.
- Prepare a monthly report for each monthly Committee Meeting and submit to secretary two weeks prior to meeting. The report should include, but is not limited to:
 - Available Funds to date in budget.
 - Expenses by budget line item for current month and year to date.
 - Notify committee chair if expenses are nearing allotted budget from area.
- Assist in the preparation of the budget for the committee yearly.
- Work with the incoming Committee Treasurer in training of the Treasurer duties.

ARCHIVES IT/AREA IT LIASON

General Description:

The IT representative/Area IT Liaison is elected by the committee to serve a two-year term that runs concurrent with the Area elections and is a voting member of the committee. The IT position serves as the committee technology professional and acts as a liaison with the Area 67 IT committee.

Voting Rights:

The IT position holds one vote in Committee business matters.

Preferred Experience & Qualifications:

A suggested minimum of 2 years of sobriety and previous service experience for a group, district, or area. General office, word processing, and Google Workspace knowledge is preferred. This position requires organization and attention to detail. The candidate should also have experience networks, software, hardware and digitizing of documents, cd's, cassettes, and VHS tapes. Access to a computer will be needed to fulfill the duties of this position.

Duties & Responsibilities:

- Attend all archives committee meetings
- Submit written committee reports to the committee secretary two weeks prior to committee meeting
- Be available to the committee chair, archivist, committee trusted servants and committee members to assist in all technical aspects of the committee.
- Be available to district and group archivists to for basic technical support in archives related duties
- Attend Area IT Committee meetings and present a report at next area committee meeting
- Design, develop and implement all technical aspects of Area Archives Committee
- If needed participate in committee workshops and give presentations when asked
- Submit an annual budget directly to area IT Committee and attend budget meetings
- Insure that the Information Technology position adheres to all guidelines and policies and procedures of the Archives Committee and Area 67.