# SETA AREA SECRETARY
## AND ALTERNATE SECRETARY
JOB DESCRIPTION

**General Description:** The Area Secretary and Alternate Secretary are elected by the Area Assembly to serve a two-year term. The Secretary is a voting member of the Area Assembly and a member of the Area Committee. The Alternate Secretary is a voting member in the absence of the Secretary.

**Position Description:** The Area Secretary will record, prepare, and distribute the minutes of the Area Committee and Area Assembly meetings. The Alternate Secretary will carry out these duties in the absence of the Secretary.

**Position Qualifications:** A minimum of three years of continuous sobriety and two years of previous in Area Assembly service. Experience in typing and computer skills is suggested.

**Duties and Responsibilities**

- Minutes must be received 30 days prior to the next quarterly Assembly Meeting. Note: The Area Registrar has found it helpful to have the minutes at least 6 weeks preceding the Area Assembly to prepare the mailing. English and Spanish minutes must be electronically submitted to the Area Assembly (currently SETA Announce) no later than 30 days prior to the next quarterly Assembly Meeting.

- Forward a draft of the minutes to the Area Chair and Alternate Chair for approval 45 days prior to the next quarterly Assembly Meeting.

- Provide the Multi-Lingual Committee with English Reports, to be translated into Spanish, immediately after an Area Assembly. Forward a Spanish translated draft of minutes, including all committee reports to the Multi-Lingual Committee Chair for review 45 days prior to the next quarterly Assembly Meeting. Spanish translations can be done in Google Translate or the like prior to submitting to the Multi-Lingual committee.

- Forward a Draft of the Minutes to the Area Chair for approval.

- Coordinate with Multi-Lingual Committee by providing that Committee with an electronic copy of the current minutes for translation purposes. This will be done as soon as the minutes are approved by the Chair.

- Provide the Multi-Lingual Committee with an electronic copy of the minutes cover-sheet matching the English language version. Multi-Lingual Committee will provide the translation for the Secretary.

- Provide the Information Technology Committee an electronic copy of the minutes so that they may update the Web Site. This will be sent out as soon as the minutes are approved by the Assembly, to enable the Web Site Committee ample time to up-date the site. **All last names** are to be removed from the minutes sent to the

Information Technology Committee. Provide the Information Technology Committee an electronic copy of the minutes in English and Spanish to be posted on the Area Website. This will be sent out as soon as the minutes are approved by the Assembly, to enable the Web Site Committee ample time to up-date the site. All last names and personal information are to be removed from the minutes sent to the Information Technology Committee.

- Provide the Archives Committee with a quarterly record of all motions made at each Area Assembly.

- Have minutes printed and provide them to the Area Registrar for mailing; Minutes to be folded and be placed in envelopes for the Registrar. (Retain 50 additional English and 25 additional Spanish copies to have available at Area Assembly.)

- Provide the Registrar with an electronic Draft version of the Minutes (marked as a Draft, with all last names removed) to be emailed to those Area Members who have elected to receive Minutes digitally. This electronic mailing must be received by those members no later than (30) days prior to the upcoming Assembly.

- Provide an announcement of the next Area Assembly meeting to members of the Assembly.

- Prepare mailing of any special announcements such as amendments to the Policies and Procedures Manual to the members of the Assembly.

- Provide copies of the Area Minutes to the General Service Office and to the Regional Trustee.

- Maintain records of minutes for previous five years. These records will also include minutes of Area 67 District meetings, minutes of the standing Area 67 Committee meetings, and flyers for events in the Area, Area 67 Newsletters, and publications from the General Service Office.

- Maintain updated copies of position responsibilities of the Area committee members, DCM's, and standing committee chairpersons.

- Communicate with and be willing to involve and assist the alternate secretary.

- Be willing to assist any Area Officer who may require the skills of the Secretary.

- Prepare an annual Budget and attend the Budget Committee Meeting

- Job Descriptions will be reviewed or revised by April of every even-numbered year to reflect any necessary changes or additions to the position. In addition, the review or revision will be noted in the footer of job description with year of review or revision.

- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

### *Responsibilities for using SETA computer equipment*

*Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.*

1. *All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.*
2. *The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
3. *In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.*
4. *All data relating to Area business should be stored on the SETA-provided equipment.*
5. *Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*

*Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*