

**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 assists and 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 Area Assembly service. Experience in typing and computer skills is important. Being able to read and write Spanish is very helpful.

**Duties and Responsibilities**

- 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 with a Draft watermark 45 days prior to the next quarterly Assembly Meeting.
- Recurring meeting dates, times & locations are to be given in the Minutes on the same title line as the Committee, District, Intergroup, Convention, etc.
- Edit Reports so we can afford our printing bill:
  - Remove event details—not title—from Reports after ensuring the details are in the Announcements section of the Minutes.
  - Provide a jump to Announcements on the event name.
  - Send any substantive edits to the author for approval. Excludes non-controversial spelling, punctuation, grammar, obviously omitted words, formatting, etc.), plus removal of redundancy and movement to another section of the Minutes.
- If neither the Secretary nor the Alternate Secretary is able to type in Spanish and translate:
  - provide the Multi-Lingual Committee with Spanish Reports, to be typed and translated into English, immediately after an Area Assembly
    - experience suggests retaining a copy or scan; and
  - forward a draft of the Minutes and/or access to the English version, to the Multi-Lingual Committee Chair for translation at least 45 days prior to the next quarterly Assembly Meeting.
    - In case it's a different member than the one who received the Spanish reports initially, remind the Multi-Lingual Committee that they have original Spanish files, which—when edited for spelling, punctuation and grammar—will be far superior to Spanish translated to English and translated back to Spanish.

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- When the minutes are approved by the Chair,
  - change the watermark to *Unapproved* , and
  - forward a copy of any revisions to the Multi-Lingual Committee for revision of the Spanish draft.
  
- Provide the Webmaster a PDF for posting:
  - the reviewed and possibly revised Minutes with an *Unapproved and No aprobada* watermarks and simultaneously distribute through SETA-Announce; and
  - the Minutes with any corrections from the Assembly and an *Approved or Aprobada* watermark shortly after the Minutes are approved by the Assembly.
  - Last names of alcoholics must be removed from any documents, including attachments, sent to the Webmaster
  
- Provide the Archives Committee with a quarterly record of all motions made at each Area Assembly and update the Area Actions table with the motions, results and categories until Archives and the Secretary agree who is in charge of the database.
  
- Post signage at Assemblies and verbiage on the website reminding members:
  - to read the electronic version or print their own copy if they can.
  - they can forward the minutes to their groups or districts electronically; any member can sign up to be on SETA-ANNOUNCE and receive the Minutes directly; and
  - they can request a printed copy of the Minutes from the Secretary *if needed*.
  
- Provide an announcement of the next Area Assembly meeting to members of the Assembly if the Chair does not make the announcement.
  
- Shortly after Elections (Fall of even-numbered years), provide a list showing the incoming & outgoing Officers and Alternates, perhaps with the remaining electees
  - clearly marked FOR BANKING PURPOSES ONLY
  - Identifying the Treasurer and Secretary as President and Secretary for banking purposes
  - send to the Treasurer
  - expect a trip to a branch of SETA's bank with the Treasurer, Alt. Treasurer and Delegate with this piece of paper & *your government-issued picture ID*
  - execute signature cards and relevant agreements as required by the bank

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- Provide copies of the Area Minutes to the General Service Office and to the Regional Trustee.
- Communicate with and involve and assist the Alternate Secretary. Make sure they know the job in case they unexpectedly need to step up.
- 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 Webmaster for 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.*
- 6. 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.*