

## **SECRETARY**

### **Description**

- The term of office is two (2) years to run concurrent with that of the DCM.
- The District Secretary is an A.A. member who is suggested to have the same qualifications as a GSR.
- It is strongly suggested that the Secretary resign as GSR, as it is not practical for one to be of service in both positions.
- It is suggested that the Secretary possess computer operating skills.

### **Responsibilities**

- Keep accurate records of all the proceedings at District Committee Meetings as well as any special meeting that may be called.
- Provide minutes of the previous District Committee Meeting for all regular District Committee Meetings. Periodically, turn these minutes over to the Archives Chair.
- At the direction of the DCM, be responsible for handling official communications of the District.
- Take roll call (sign-in sheet) at each district meeting.
- Maintain a roster of all district officers, GSR's and coordinators.
- Assist the DCM and ADCM in whatever areas they request help.
- Attend the monthly District meeting (in person or by Zoom)

### **Appointment/Election**

- In November of even numbered years, the newly elected DCM shall appoint a person to be District Secretary.
- Upon appointment, the candidate shall present their qualifications and ability to serve the District well.
- The District Committee shall then confirm either yea or nay by a simple majority vote of those members present and eligible to vote at District Committee Meetings.