

# The Duties of the SLAA Intergroup Recording Secretary

page 1 of 1

I. Purpose: As of September 15, 2007, this document is to provide SLAA members an understanding of how the Intergroup Recording Secretary acts as a “trusted servant” of SLAA.

II. General Responsibilities of All Officers: The following statement is copied from the Bylaws and provided within this template of position duties for your convenience. It should accurately reflect the Bylaws; if it does not, remind the Bylaws officer that this section of the template must be updated.

*1. Attendance at all Intergroup meetings is required. If officers cannot attend, they should:*

*a) arrange for a replacement who can perform their duties, or*

*b) supply an official written report, or in the case of a non-reporting officer, supply an official written notice of non-attendance, which must be sent either to the Chair or the Recording Secretary prior to the Intergroup meeting.*

(10/15/2005)

*Officers who fulfill these criteria are considered “Not In Attendance.” If officers fail to make these arrangements for a given meeting, they are considered “Absent” from that meeting.*

*2. In the event that an Intergroup officer is Absent (rather than “Not In Attendance”) **3 consecutive meetings or 4 in a calendar year**, they may be replaced if the group favors such action.*

(7/17/99)

*3. Reporting and non-reporting officers*

*a) Reporting officers should provide a written or verbal report at each Intergroup meeting.*

*b) Non-reporting officers may make a report at any Intergroup meeting provided they notify the Chair in advance, and must make a report if requested in advance by the Chair or by a vote of Intergroup.*

*4. Outgoing officers work at the end of their terms with incoming officers to transfer the duties of the position.*

III. Specific Responsibilities of the Secretary: It is important that you remember to document the responsibilities of your position. At the end or beginning of your term, inform the Bylaws officer of how, if at all, these responsibilities have changed.

A. On-going and As Needed.

1. Takes minutes of all regular, special, and executive meetings.
2. Types and makes copies of minutes available.
3. Submits minutes at each Intergroup business meeting for amendments and approval.
4. Maintains copies of minutes for all past meetings.

B. Time Sensitive Duties.

1. Emails minutes to the Chair by the 1st of the month.