

Area Secretary and Group Records Coordinator

GENERAL DESCRIPTION:

The Area Secretary is elected by the Group Representatives at the Fall Assembly to serve a 3-year term. In Hawai'i, the Area Secretary also holds the Group Records Coordinator position.

As the recorder of all official Hawai'i Area Service Committee meetings and the Assemblies, it is essential that the Secretary attend all scheduled meetings and Assemblies. In the event that the Secretary cannot attend and take minutes, she/he will arrange for substitute in advance of the meeting.

The Area Secretary maintains a current roster of Panel Members and all past delegates.

DUTIES:

Minutes: The Secretary main duties are to take minutes at the:

- Monthly Area Committee Conference Zooms
- Area Committee Meetings, which are held twice per year.
- Area Assemblies, which are held twice per year
- Area Committee Orientation Meeting, which is held once in the first year of the Panel.

Then:

- Transcribe and type the minutes
- Post draft minutes to the Hawai'i Area Website, requesting edits
- Updates the document, as appropriate
- Prepare the final draft of Assembly Minutes for approval as part of the Consent Agenda six weeks in advance of the Assemblies,
- and for the Area Committee Meetings, a final draft for approval at the Area Committee Meeting.
- For Monthly Conference Zooms, organize and store electronically on the Area Website.

Consent Agenda: The Secretary manages the organization and publication of the Consent Agenda for the Assemblies. The Consent Agenda customarily includes:

- Last Assembly Minutes
- Financial Reports
- DR and Coordinator Reports

- HALC Report (Spring)

These documents are posted on the Website and sent via email to all Panel members six weeks before the Assembly. DRs are to share in their districts so GRs have had time to review and ask questions before the Assembly. The Consent Agenda items report on events that have already occurred, should not be controversial, and consequently can be accepted by voice vote without discussion.

Assembly Documentation: In the week prior to the Assembly, the Secretary may ask the Assembly presenters for copies of their presentations and of the hand-outs used in workshops. These can be added to the Assembly Minutes.

“Ask-it-Basket” forms are collected by the Secretary at the Assembly and the questions and responses are transcribed as part of the Assembly Minutes.

DR & Coordinator Reports: The DR and Coordinator Reports are first collected for the Area Committee Meeting. The DRs send their reports to the Secretary and they are compiled into a single report for the Consent Agenda, and become an attachment to the Minutes for both the Area Committee Meeting and the Assembly. Between the Area Committee Meeting and the Assembly, the DRs and Coordinators may update their reports with new events, etc.

Assembly Roll Call: In the week prior to the Area Assembly, the Secretary requests the registration spreadsheet from the hosting district, which should be updated on the day before the Assembly. The attendees are sorted by service position and an attendance sheet of GRs, Alt. GRs is drafted. The Secretary is responsible for taking roll prior to votes at the Assembly, determining the total number of GRs in attendance. When taking roll, the Secretary asks which Alt. GRs and other members acting as GRs should be considered among the GRs for the purposes of the vote. Working with Assembly members who are not GRs, acting GRs, and do not have a conflict of interest in the voted issue, the vote is tallied, reported, and recorded. For substantial unanimity a two thirds majority is the standard (for efficiency, calculate that number in advance of the vote).

Membership Roster:

The Secretary keeps the Hawai'i Area World Service Committee membership roster with names, addresses, phone numbers and email addresses and posts it on the Area Website. The Hawai'i Area Roster includes the contact information for our Past Delegates. The Secretary liaises with the Delegate to ensure that the World Service roster of Hawai'i Area Panel Members is kept current.

GROUP RECORDS COORDINATOR

The Area Secretary also serves as the Group Records Coordinator (GRC). This is an actual Coordinator Position, and as such, is part of the AFG Connects Group Records Coordinator Community.

The GRC is given access to the World Service online portal for Group Records and is responsible for the maintenance of all Group records in the Hawai'i Area, with the exception of the Alateen records.

Group Records are maintained on three levels: District, Area, and World Service. Each District will maintain a schedule of meetings with time, location and, if appropriate, electronic links. These District Schedules are also posted to the Area Website meeting directory. DRs and members often need assistance in keeping all three of these postings current. DRs are authorized to submit meeting changes directly to the WSO, but they will not be posted until approved by the GRC. Any member can submit a new group registration form to WSO, and these will also be submitted to you for approval before becoming official.

The WSO meeting directory is a complete listing of all the AI-Anon meetings in the U.S, Canada, Puerto Rico and the Bahamas. The Secretary updates all area changes directly to this site.

Annually, download the individual group reports and send to the DRs for review and updates. Enter the updates to the WSO website.

The Group Records Coordinator is a member of the AFG Connects Group Records Coordinator Community and you will receive a daily stream of emails from other GRCs asking questions and sharing information. World Service holds periodic webinars on Group Records and you will be invited to a new GRC webinar at the beginning of each panel.

New Permanent Electronic Groups who wish to be registered in the Hawai'i Area or to leave the Hawai'i Area must be approved by the Delegate. Work closely with the Delegate so that any changes are also reflected in our Group Records.

SKILLS NEEDED FOR POSITION (or ability and willingness to learn):

- Good organizational skills and attention to detail;
- Computer Literacy
- Ability to communicate via email;
- Ability to prepare documents in Word, Excel, and PowerPoint.
- Ability to create Adobe Acrobat PDF documents for distribution to members and posting to the Area e-group;

- Ability to post documents to the HAWSC e-groups site;
- Ability to compile and update a database.
- Ability to research and use internet capability;
- Conference calling;
- Online meetings (Zoom, Ring Central, Google Meet, Webex, etc.)
- Zoom app skills a plus
- Chat.

TRAVEL/TIME COMMITMENT

- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in the first year of the panel;
- Attend all Area Assemblies, which are held twice per year for two days each. The Spring Assembly is traditionally held on O`ahu, and the Fall Assembly is traditionally held on a Neighbor Island;
- Participate in monthly Area Committee Zoom meetings to manage the affairs of the Area between Assemblies.
- Record, transcribe and prepare minutes for all of the above meetings, post to groups io and website.
- Participate in periodic WSO webinars for Area Group Records Coordinators;
- Daily attention to email communications
- Participate in Assembly workshops and Area service committees, as needed.

REFERENCES:

- 2022-2025 Al-Anon/Alateen Service Manual (Page 149, 157) (available at www.al-anon.alateen.org/members)
- Group Records Coordinator (Al-Anon Guideline #G-36) (available at www.al-anon.alateen.org/members)
- Hawai'i Policies and Procedures (available at www.afghawaii.org/policies.html):
 - ◊ Section IA (Secretary)
 - ◊ Sections II, III, IV

HELPFUL HINTS:

- Remember to ask for help.
- To assist in compiling the minutes, request that those giving reports and/or workshops at Area Committee meetings and/or Area Assemblies email the pertinent documents to me for

inclusion in the minutes. This increases accuracy of the minutes and decreases stress levels.

- Record all meetings. If possible, use an online transcription service to convert to text, if not, draft the minutes from the audio recording. This makes it possible to draft complete and accurate minutes.
- When the meeting agenda is released save a copy to use as a format for taking minutes directly on the computer. Add attendance chart, adjust the format as appropriate.
- Keep an attendance spreadsheet to take a handwritten attendance at Monthly Zooms and Committee Meetings. It is easier to make edits as members arrive late or absences are clarified.
- To assist in doing roll call, request the DR of the assembly-hosting district to email a copy of the Assembly registration database at least one day in advance of Assembly. Then sort the database by position, make a spreadsheet and print it out. This will make it easier to add late enrollees at the Assembly.
- Maintain a notebook of Group Records instructions and information, including the log-in and password for the WSO database and e-communities. The Group Records Coordinator position entails a lot of information and having a handy reference has been valuable.
- It is helpful to complete the minutes immediately after the meeting and post the minutes within one week after the meeting. Take advantage of the best recall possible by reducing the time lag between the meeting and the minutes.

Text from Service Manual

Secretary

Duties of the Secretary are:

To work with the Group Records Coordinator, according to the Area's procedure, to maintain current contact information of all GRs, DRs, officers, and Coordinators.

To send out all notices of Assembly and Area World Service Committee meetings.

To attend to all regular secretarial work and take minutes of all meetings.

To send out the minutes to the Area World Service Committee members soon after the meeting and maintain a permanent copy to be passed along to his successor and possibly a copy to the Area archives.

To call the roll of all voting members at Assemblies.

To display the list of candidates for office at election Assemblies.

To ensure that the names and addresses of the Area World Service Committee members are sent to the WSO.