

Recording Secretary

What I've been doing:

1. Take notes at the SIAFG Area World Service Committee meeting and Assembly. I then typed them up; then send them out (with a flyer for the next meeting, minutes of the Board of Directors and Treasurer's report) using addresses from Group Records Secretary (email and US mail). Print copies for postal delivery are collated into the batches then folded, put into envelopes addressed, stamped and taken to Post Office. Postal returns and email daemons I gave to Group Records Secretary for follow up. At the last assembly it was suggested the Group Records Secretary could send out the minutes: this new process needs further clarification.
2. Made a flyer of information for the next meeting to include with the minutes.
3. Take minutes at the Board of Directors meeting (meets briefly after Area Assembly) and include with the minutes.
4. After the meetings, I place the minutes with their corrections/additions in a notebook [provided] on top of the prior minutes.
5. Take minutes for the Illinois State Convention Committee, which meets the first weekend in December once a year.

Necessary Skills:

- Be able to take notes you can read,
- Have a computer and the ability to use or learn to use it,
- Have a paper punch to makes holes in pages that need to go in the notebook.

I really have enjoyed serving even though sometimes it can be time consuming at mail time. I really had a lot to learn in using the computer and sometimes I forgot between times how to do something but I had a daughter and grandkids who could help me when I got stuck. I'm passionate about Al-Anon and Service and the people in service.

Marty H, Recording Secretary