

Alcoholics Anonymous District 90

SECRETARY

Revised Job Description 2018

Position Duties/Responsibilities

1. Attend all District meetings.
2. Take minutes of the District meetings.
3. Arrange minutes into a readable form.
4. Work with DCM to put together, proofread, print, and mail District 90 Newsletter.
5. Help DCM with any printing or mailing if needed.
6. Attend budget meetings to set budget for Secretary/Newsletter.
7. All records are to be transferred to Archives at the end of each term.