

OA Intergroup Secretary Job Description

In general the job of the Secretary is to keep and maintain the records of the Intergroup, to communicate with members and to help with organization.

1. The Secretary will take minutes at all Intergroup and Executive Committee meetings.
 - A. Within one week of the meeting, the Secretary will present the minutes, inviting additions or corrections from the attendees. Attendees will greatly assist the Secretary by responding within 24 hours.
 - B. Once the minutes have been approved by email, the Secretary will send an email copy to all members of the Intergroup and to the Extended Email List.
2. The Secretary will maintain a current email list of all members of the Intergroup.
3. The Secretary will maintain a current email list of individuals from unrepresented groups who have volunteered to receive and distribute Intergroup Communications.
 - A. At the beginning of each term, the Secretary will contact all members on the Extended Email List to confirm their willingness to continue to serve in this position.
 - B. When a listed member is no longer able to serve, the Secretary should seek out another attendee at the unrepresented meeting to fill this service.
4. The Secretary will bring a list of Intergroup members with contact information to each meeting. This list can be used for attendance and to keep the contacts up to date.
5. The Secretary will maintain a notebook with past minutes for reference at meetings.
6. The Secretary will maintain a hard copy of the Treasurer's reports, for reference at meetings.
7. The Secretary will maintain the Reference Documents on the website, when changes are voted on by the Intergroup. These Documents include: Super Saturday and Retreat Guidelines, Annual Calendar, GKCIG By-laws, GKCIG Amended Robert's Rules of Order.
8. Any other duties which would normally fall to a group Secretary.