**POSITION STATEMENT FOR SA AREA SERVICE COMMITTEE**

 **MINUTE SECRETARY**

Attend all SA Area Service Committee meetings. Report apologies. Receive all Service Committee members’ reports. Record proceedings.

Transcribe the proceedings and reports into the Draft Minutes. Email preliminary Minutes to the SA Area Service Committee Chairperson for checking.

Send the completed Draft Minutes to all SA Area Service Committee Members.

After the Draft Minutes have been passed as being correct at the following SA Area Service Committee meeting, arrange for each page to be signed by the SA Area Service Committee Chairperson. Place a hard copy of the signed Minutes and any associated documents/proposals considered by the SA Area Service Committee into the Minutes File in the SA Area Office.

Send a copy of the confirmed Minutes to AGSO and all other Area Delegates.

Attend all Assemblies and arrange for the Attendance Book to be available for all Group Representatives and members to sign. Record the proceedings at the Assemblies to make up the Assembly Minutes. Email preliminary Assembly Minutes to the SA Area Service Committee Chairperson for checking.

File the Assembly Minutes in the Minutes Folder for the following year’s Assembly.

Transfer all Correspondence, Agenda’s. Minutes, etc. onto a USB and then transfer it all to the Area Office computer.

Maintain a register of the contact details of the SA Area Service Committee members.

Maintain a register of Groups containing details of their meeting venue, meeting time, mailing address, email address, Group Officers and contact details for each Group. Supply this information annually to AGSO.

Organise all files generated each year and save in electronic format. At the start of each year transfer a copy of the previous years’ files to the Office Computer for storage.

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