

POSITION NAME: DISTRICT 4 SECRETARY

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION: An Al-Anon member who regularly attends Al-Anon meetings and is elected by the District. This position requires computer use and email correspondence. An Al-Anon member who is also a member of AA (Alcoholics Anonymous) is not eligible for this position.

RESPONSIBILITIES:

- Attend regular home group and District 4 monthly meetings.
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Take the minutes at all District meetings.
- Produce and email or mail the minutes of all District meetings within one week of the meeting.
- Record the minutes in a permanent minute book or electronic files to be passed along to the next Secretary.

IMPORTANT: refer to Section I: General Position Description Information in the Oregon Area Handbook for important additional information regarding Al-Anon service positions.

CONTACT FOR MORE INFORMATION: Dee - District 4 AFG District Representative (DR) Email: deepass47@msn.com