

## **AREA RECORDING SECRETARY RESPONSIBILITIES**

- Revises and prepares the Area Letterhead for the incoming Committee and distributes it to the Area Officers.
- Receives the Agenda for the upcoming Area business meeting, prepared by the Area Chairperson, and attaches it to the minutes of the previous Area business meeting.
- Compiles, prints, copies, collates, addresses, and mails the Quarterly Minutes and Agenda, within forty-five (45) days after the Area business meeting, per resolution.
- Records all motions acted on at the Area business meeting and places them at the end of the Area business meeting minutes.
- Renews the Bulk Mail Permit from the U.S. Postal Service on the annual date as required and maintains an appropriate quarterly balance in the bulk mail account.
- Renews the annual contract with the e-mail provider on the annual date as required.
- Applies the e-mail list provided by Registrar to the bulk e-mail website.
- Applies the “Confidential” watermark and confidentiality footer to the e-mailed minutes.
- Sends the e-mailed minutes between 30 and 45 days following the Area business meeting and sends the Agenda for the upcoming Quarterly to everyone on the bulk e-mail list.
- Compiles a set of Spanish language minutes and the upcoming Agenda, translated by the Area Linguistic Committee. Mails or e-mails the translated minutes and Agenda to Spanish speaking members, using mailing labels provided by the Registrar, and to the District Chairpersons.
- Records the number of persons registered at the Quarterlies and the number of General Service Representatives in attendance at the Area business meetings.
- Presents the minutes for correction and approval at the Area business meeting. Forwards the final approved minutes and audio tape(s) of the Area business meeting to the Area Archives Chairperson.
- Co-Chairs the District Secretaries’ sharing session with the Area Registrar at the Area Quarterlies.
- Provides the Finance Committee with Recording Secretary’s budget request at budget time.
- Submits a quarterly expense report, including all receipts, to the Area Treasurer.
- Returns all unspent budgeted funds to the Area Treasurer by December 31st of that budgeted year.
- Serves as an ex-officio member of the Area Linguistic Committee.