

District 14 Secretary Guidelines
Recommended by Ad Hoc Committee January 2019

The District 14 Secretary position is a two year commitment. It is an elected position, voted on in odd numbered years by the District 14 body using the Third Legacy Voting Procedure.

Suggested qualifications would be, of course, availability and willingness. 2 years of sobriety are recommended. Some General Service experience would be beneficial along with the ability to attend and take minutes at 10 District 14 business meetings a year.

The suggested duties and procedures for the District 14 Secretary are as follows.

1. **Create and amend the monthly Meeting Agenda.** The District 14 laptop computer is to hold a template for the Meeting Agenda. The Secretary is to keep the agenda updated, ie; current DCMs, committee chairs (Including their rotation start dates), old business (created from previous meeting), new business (added by DCMs) etc. The agenda for the current months District 14 business meeting is to be approved by the District 14 DCMs prior to being sent to the Records Coordinator for Distribution to the District 14 Body.
2. **Taking of minutes.** The secretary will take minutes at each District 14 business meeting using the current approved Agenda as a format. It is suggested that this includes a documentation of what happened not necessarily all that was said. Motions should be worded accurately naming who made the motion, who seconded the motion. The ensuing discussion only need be described as brief, heated, lengthy. The result of the motion vote documented as passed or failed or that the whole issue was tabled until a later meeting. DCM and Committee Chair reports should be documented accurately and brief reflecting the bullet points of the oral report. Minutes should be reviewed by DCM's prior to being sent for distribution.

3. **Creation of meeting Flyer.** The Secretary will create a flyer announcing the next District 14 meeting with the Host Group name, meeting location/address, times and any additional events attached to the meeting. This flyer will also need to be sent to DCMs for approval prior to being sent for distribution.
4. **Distribution of Agenda, Minutes and Flyer.** After Agenda, Minutes and Flyer have been reviewed, approved/corrected and returned to secretary they would be forwarded to the District 14 Records Coordinator for mass email distribution to the District 14 Body. At this time the Approved Flyer is to be sent to the District 14 Web Chair in PDF format to be posted on the District 14 Website. It is suggested that these documents are sent to the Records Coordinator for distribution to the body and the Meeting Flyer to the Web Chair for posting two weeks prior to the upcoming District Meeting.
5. **District 14 Meeting.** The previous District 14 Minutes and the current agenda will be printed up by the Secretary for hard copy distribution at the D14 monthly meeting. The secretary will be reimbursed for printing costs. The D14 Minutes will be read by the secretary at the monthly D14 Meeting. After minutes are read and any corrections are made there will be a request for a motion to accept the minutes as they are or as corrected with a simple majority vote to follow.
6. **Archives.** The corrected minutes from each meeting will be forwarded to Area 10 Archives Chair by the District 14 Secretary.
7. **Held in District 14 Secretary's Laptop.** It is suggested that the Secretary save and hold all District 14 Agendas and Minutes along with any related report documents in the D14 laptop. It is further suggested that a most current copy of the District 14 Procedure Guide along with other committee procedures/guidelines that have been accepted and ratified by the District 14 Body such as Accounting Guidelines, Secretary Guidelines, current Committee Budgets and Prudent Reserve Guideline all be held in this designated computer. It is suggested that the D14 Secretary be responsible for backing up all documents on a thumb drive.
8. **Equipment needs.** It is suggested that District 14 provide a dedicated laptop for the use of the D14 Secretary and be fiscally responsible for the maintenance of said laptop. It is the secretaries responsibility to provide

daily maintenance of the secretary's dedicated laptop and inform the District 14 body if there are updates, new software etc that require funding. The current lap top was purchased in winter of 2011. It is recommended that D14 adopt a policy to have the designated Secretaries Lap top in a scheduled 6 year replacement cycle

9. **Alternate Secretary.** District 14 currently has an Alternate Secretary position who is to stand in for the Secretary should the Secretary not be available. The above Secretary Guidelines apply to the duties of the Alternate Secretary when substituting for Secretary. The Alternate Secretary has the right to vote at the District Meeting when standing in for the Secretary.
10. **Rotation.** It is suggested that the outgoing Secretary pass the baton responsibly by sponsoring someone into the position and or being willing to be available to guide the newly elected Secretary thru the first few months of the new rotation.

Please be advised that these are suggestions and recommendations provided by this District 14 DCM appointed Ad Hoc Committee. It is the District 14 body's responsibility to review these guidelines, take to their groups for review and approval, bring any new suggestions not covered in this document back to District 14 for consideration and hopefully vote to ratify a comprehensive set of guidelines for our District 14 Secretary.

This Ad Hoc Committee will remain in place for a period of time to be available for questions and discussions.

Respectfully submitted by Committee on January 26, 2019