**Al-Anon District 25 Secretary**

* **Requirements:** a willing member of Al-Anon and is elected by the GR’s of the District. No set term (*generally* 3 year term).
* **Duties:**

 - Attend District Meetings and take appropriate notes. (suggestions **only** below)

 - Make a list of members, officers, coordinators, and committee chairs attending.

 - Compile District Meeting draft minutes from notes and forward by email to District Representative prior to agreed upon time so as to be available to DR when Agenda is posted.

 - Make changes/corrections/edits as required pursuant to appropriate requests for change from District members. If draft minutes are approved as *submitted*, request motion to approve. If draft minutes are *amended*, make the changes and present amended version for approval at the following month’s District meeting.

 ► **Suggestions:** (for consideration only and should be based on members wishes)

 - officially, only “actions” must be recorded in minutes - where actual votes were taken

 - specific vote counts are not required; note if vote is “unanimous” if you care to; otherwise, simply reporting if the motion passes or not is required *unless the members decide otherwise*

 *-* Identifying who voted and how they voted on a motion is not required - attribution not required - *again respecting members’ wishes*

 *-* during discussion prior to voting on motions, the discussion can be summarized but, again, attribution not needed

 - when taking notes on “reports” by GR’s and Coordinators, this is sharing info among members which may be useful/helpful. This can be included, but it should be brief summaries of important points. It could be that indicating who offered suggestions or had questions can be of use and, therefore, *may be optionally indicated*

 *-* there may be discussions that fall into the “brainstorming” category and are more informal; again brief summaries of high points may be useful to include so they can be reviewed at a later time when action is being considered. Attribution an option but not required.