

## KNOWLEDGE BASED DECISION MAKING FORM

### Topic:

Clarify the Area Secretary position description and responsibilities.

### Background information – What we know

Historical perspective

The description of the Secretary's duties in the Handbook of General and Committee Working Procedures of AFG of Ohio, Inc., October-2022

### **Section V-Area Officers**

#### **C. 4. Area Secretary (p.5)**

- a. Prepares for and records the proceeding of the AWSC and the Assembly meetings.
- b. Sends minutes to the Group or District Representatives as indicated.
- c. Maintains accurate attendance file of all Assembly and AWSC members for the purpose of establishing eligibility for elections.
- d. Maintains current records of the Groups Representatives (with the Area Group Records Coordinator).

### **Section VI -Job Descriptions & Responsibilities- Area Officers**

#### **C. Area Chairman (p. 7)**

2. Asks Secretary to send out notices of all meeting to Area World Service Committee members and all voting members.

#### **Section III Motions (p.4 )**

- A. All motions must be written on forms provided by the Secretary. A second may be given with the motion or called for when the motion is presented.

### **Section VI-Job Descriptions & Responsibilities-Area Officers**

**D. Area Secretary** has voice and vote at all Area World Service Committee meetings, but has vote at Assemblies only if a current Group Representative. (p.8)

Responsibilities (motion 2016/11 - # 5)

1. Takes the minutes of all Area Assembly and Area World Service Committee meetings, and sees they are distributed to Groups and the AWSC members.
2. Sends out all notices of Area Assembly and Area World Service Committee meetings.
3. Keeps a record of attendance at all Area and Area World Service Committee meetings. The record shall be given to the Secretary by the Registration Committee Chairman at the end of each meeting.
4. Maintains a post office box for the receipt of all mail addressed to the Area, forwarding it to the appropriate Officer, Coordinator, or Committee Chairman.

5. Obtains and maintains the bulk mailing permit, in the name of the Area, at the post office in the location where the Secretary resides. Maintains a copy of all required documents in a book to be passed along to the successor.
6. Maintains the original minutes of meetings for a period of two years, after which time they are passed along to the Archives Coordinator of permanent retention.

Existing motions that pertain to this topic

As follows in the Handbook:

**Section VI. D. Area Secretary** has voice and vote at all Area World Service Committee meetings, but has vote at Assemblies only if a current Group Representative. (p.8)

Responsibilities (motion 2016/11 - # 5)

What do we know about our membership's needs, wants and preferences?

1. Our membership would appreciate clarity in our Handbook regarding the Secretary's duties to ensure adequate communication between the links of service.
2. This would help members who are interested in the Secretary position understand the requirements, duties, and responsibilities of the Secretary.
3. Concept 10 -Service responsibility is balanced by carefully defined service authority and double-headed management is avoided.

What do we know about our capacity (resources)?

1. The Secretary maintains the records of the AWSC and Assembly meetings.
2. As Co-Area Group Records Coordinator, the Secretary can provide electronic communication to the groups from the officers and AWSC members, as requested.
3. All communication from the Secretary is via electronic means, not postal mail.
4. The Area provides a computer for the Secretary to perform these duties.

What are the implications of our choices? (pros and cons)

Pros:

Changes to the Handbook would help clarify the Area Secretary position description and responsibilities, with the goal of improving communication.

This would be promoting carefully defined service authority (Concept 10). The service position and responsibilities would reflect the current reality.

Cons:

This committee is unaware of any other concerns or opinions.

What we wish we knew, but don't:

If changes are made, will it clarify the Secretary's position and responsibilities? Will this improve communication between the groups and AFG of Ohio, Inc. and within AWSC?

Questions and Clarification – no timing or microphone limitations

Need for motion? If so, use motion form provided by Chair

Presented by: Handbook and Bylaws Committee

**MOTION FORM**

**DATE:**

**MADE BY:** Handbook and Bylaws Committee

Ginny C., Chair

**SECONDED BY:**

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(Name) (Position – GR & Grp Name / Officer / Coordinator / Cmte Chair)

**MATTER UNDER CONSIDERATION:** Clarify the responsibilities of the Secretary in the Handbook of General and Committee Working Procedures for AI-Anon Family Groups of Ohio, Inc.

**MOTION:**

Move to make changes to the Handbook of General and Committee Working Procedures for AI-Anon Family Groups of Ohio, Inc. (October 2022) as written below:

**Delete Section III Motions A. (p.4)**

**Replace with:**

**Section III Motions**

- A. All motions must be written on electronic, or paper forms provided by the Secretary. A second may be given with the motion or called for when the motion is presented.

**Delete Section V. C.4. Area Secretary (p.5-6)**

**Replace with:**

**Section V. Area Officers**

**C.4. Area Secretary**

- a. Prepares for and records the proceedings of the AWSC and the Area Assembly meetings.
- b. Sends minutes to the Group or District Representatives as indicated in Section VI. D. Area Secretary.

- c. Maintains accurate attendance file of all Assembly and AWSC members for the purpose of establishing eligibility for elections.
- d. Maintains current records of the Groups Representatives (with the Area Group Records Coordinator). The Secretary serves as the Co-Group Records Coordinator.

**Delete Section VI. C. 2. (p.7)**

**Replace with:**

**Section VI. Job Descriptions and Responsibilities-Area Officers  
C. Area Chairman**

2. Asks Secretary to send out notices of all Area business.

**Delete Section VI. D. (p.8-9)**

**Replace with:**

**Section VI. Job Descriptions and Responsibilities-Area Officers**

**D. Area Secretary** has voice and vote at all Area World Service Committee meetings but has vote at Assemblies only if a current Group Representative.

Responsibilities (motion 2023/05 - # byla)

1. Takes the minutes of all Area World Service Committee meetings and distributes them via email to all AWSC members.
2. Takes the minutes of all Area Assembly meetings and distributes them via email to all AWSC members, Group Representatives (GRs) and Current Mailing Addresses (CMAs).
3. Sends out all notices of Area Assembly meetings to all AWSC members, GRs and CMAs via email. Sends out notices of all AWSC meetings to AWSC members (listed on the Ohio Area roster).
4. Keeps a record of attendance at all Area Assembly and AWSC meetings. The Secretary maintains an electronic record of attendance of all meetings for each three-year period for election eligibility. The Registration record shall be given to the Secretary at the end of each meeting.
5. Maintains a post office box for the receipt of all mail addressed to the Area, forwarding it to the appropriate Officer, Coordinator, or Committee Chairman.

6. Obtains and maintains the bulk mailing permit, if needed, in the name of the Area, at the post office in the location where the Secretary resides.
7. Maintains the original minutes of meetings for a period of two years, after which time they are passed along to the Archives Coordinator for permanent retention. The minutes for each meeting should have the registration record and passed motions attached to them.
8. A copy of all required documents should be placed in a notebook to be passed along to the successor. The required documents include the maintained minutes, registration records, blank motion forms and passed motion forms.

**MOTION #:** \_\_\_\_\_ **Motion for:** Handbook \_\_\_\_\_ Bylaws \_\_\_\_\_

**Simple Majority (votes needed):** \_\_\_\_\_ **Substantial Unanimity (votes needed):** \_\_\_\_\_

**FOR:** \_\_\_\_\_ **AGAINST:** \_\_\_\_\_ **ABSTENTION:** \_\_\_\_\_ // **PASS:** \_\_\_\_\_ **FAIL:** \_\_\_\_\_