

**DISTRICT 5**

**SECRETARY DUTIES**

As Per District 5 Guidelines  
Revision I: October 11, 2021 (Pg. 7)

**Article VII. Duties of District Officers**

**C. Secretary**

1. Maintain District records and perform secretarial services.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Attend all Area Service Committee Meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Steering Committee and Area Assembly.
5. Participate as a member of the District Election Committee.
6. Print and distribute monthly District Committee meeting agenda. Distribute at the District 5 Committee meeting and send copies to the M.S.C.A. Delegate and the G.S.O. (U.S. Southwest Regional Correspondence Coordinator).
7. Take the minutes of the District Committee meeting and the District Steering Committee meeting. Present the minutes of the District Committee meeting at the following meeting for approval.
8. When approved by the District Committee and corrections have been made, distribute the minutes and next District Committee meeting agenda to the Area Delegate, the Area Chair, the Conference Coordinator of the General Service Office in New York, and to District 5.
9. Prepare the District meeting place for the monthly meeting.
10. Maintain custody of District secretarial supplies.
11. Maintain copies of all District minutes, agenda, and correspondence in good condition.
12. Place *Alcoholics Anonymous* (the "Big Book"), *Twelve Steps and Twelve Traditions*, and *The A.A. Service Manual* at the head table.
13. Return District property to the District locker.
14. Ensure that the meeting room is left clean and orderly.
15. Process correspondence as required.
16. Receive current mailing and telephone lists of the District members from the Registrar.
17. Service Sponsor\* replacement to ensure an orderly transfer of responsibilities.

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