

## **AIS CALGARY – SECRETARY**

### **Term: 3 years**

This position requires a detail-oriented person who has access to a secure computer and who demonstrates intermediate proficiency in the use of WORD and EXCEL and email.

### **Duties:**

- Attend 5 AIS meetings per year (February, April, June, September and November)
- Non-voting unless also representing a specific group.
- Attend & take minutes at the quarterly AIS/DR meetings at the call of the AIS Chair
- Circulate sign-in sheet at each meeting (the significance of sign-in sheets is to record names of Groups sending a representative to participate at AIS rather than recording attendance of individuals)
- Develop and maintain an accurate email distribution list for AIS (coordinators, groups (A/GRS/ISRs), all participants, 4 Calgary district reps, cc Area delegate, Area Chair
- Liaise with the Area Group Records/Website coordinator to ensure a complete listing of groups, meetings, and contacts (grouprecords@al-anon.ab.ca)
- Prepare draft minutes of AIS and other coordination meetings, get approval of Chair (or Alt/Chair) and email to the distribution list ensuring anonymity of recipients using bcc feature.
- Update the 'Motions in Effect' document with all new motions after meetings.
- Assist Chair in preparing the agenda and distribute to participants 1 week before meeting
- Inform the Church if meetings dates will be changed for long weekends – they may have it booked for other events. Katherine office@oursaviourchurch.ca 403-253-1453
- Monitor and respond to AIS Calgary Secretary email account
- Prepare correspondence and/or follow-up phone calls as requested by Chair
- Maintain archives by appropriately storing on USB thumb drive all records relevant to AIS: agendas, approved minutes, newsletters, event posters, announcements etc. for Calgary and area. (AIS Archives might be requested for use at special events within the city and/or as requested for Public Outreach, Workshops, Meetings, etc. (ie: AFG Assembly, Conferences etc.)
- Store 3 – 4 boxes of archive material for the duration of the term
- Periodically submit items of interest from Archives for publication in AIS newsletter

- Maintain close contact with Area Archives (archives@al-anon.ab.ca) to share ideas and information.
- The time commitment of 6 hours every 2 months is in addition to attending the AIS and other coordination meetings. On occasion, all positions may require an additional time commitment for projects on an ad hoc basis.