

Dear District Members: Secretary duties as stated in AA. Service Manuel. We are looking for a new District Secretary as our valued trusted servant has stepped down. Please announce this position availability at your Group meetings

Records and distributes minutes of DISTRICT meetings

- Keeps mailing lists up to date and sends out district mailings
- Prepares lively bulletins that will encourage attendance at committee meetings . assuming the district conscience has asked for this
- Can act as a liaison between officers and committee members

Qualifications: Candidates for the position of secretary typically have:

- Some service in group, intergroup/central office or general service affairs; some background in general office work
- A level of computer knowledge and information technology skills that reflect the area's needs
- Ability to create a record of a meeting that captures the essentials of what happened
- A solid period of sobriety

Thankyou,
Margue B.