

## **NZ A.A. General Service Conference Secretary**

### *Position requirements and description*

#### **Position requirements**

- If the appointee is an A.A. member, Conference requires the appointee to have a minimum of five years of continuous sobriety
- Previous Conference experience is desirable but is not a requirement
- A knowledge and understanding of the A.A. Traditions and Concepts for World Service is necessary
- The ability to record accurate minutes, be computer literate and have experience using email are required
- A calm disposition and ability to work in the background are helpful in this service position
- The Secretary works closely with the Conference Chair at Conference and throughout the year
- The term of office is three years with the possibility of being appointed for an additional year at the discretion of Conference
- The term of office begins on July 1st in the year following election at Conference and ends on June 30th.
- Conference shall determine the level of remuneration, if any, which should apply to the appointment

#### **Position description**

- Attend all Conference online and in person meetings and record minutes of them
- Upload the minutes to SharePoint within six weeks of each Conference meeting
- Keep an up-to-date contact list of all Conference members
- Regularly check the Conference email and respond accordingly
- Record Board Advisory Actions during Conference and liaise with the Board Chair to ensure these are included in the Conference minutes
- Record Delegate Action Points at Conference and ensure these are included in the Conference minutes
- Participate in and take minutes of the Conference Agenda Committee meeting.
- Upload the minutes to SharePoint

- Prepare the Conference agenda as decided by the Agenda Committee
- Prepare a correspondence report for each Conference of relevant correspondence since the last Conference. Upload this to SharePoint
- Send the Future Travel Forms to all Conference members immediately after each Conference
- Remind Delegates to submit reports to each Conference and upload them to SharePoint. Monitor receipt of these
- Be willing to participate in Conference subcommittees where appropriate