

Central Office Board of Directors Secretary

(Board of Directors/Voting Position)

- Recommended Sobriety 2 Years
- *Record minutes of Board and Intergroup meetings. **Board Meetings are held at 5:30pm in Orcutt on the Thursday before the IGR meeting. Intergroup Meetings are held on the first Saturday of the month, from 10am until 11am, at the 1600 Club.**
- Present printed copies of Minutes for prior month's meeting at subsequent meeting.
- Assist Office Manager with correspondence if needed, and be familiar with Central Office filing system.
- See that all necessary handout material is available at Intergroup meetings.
- Notify Board members of all Board and Intergroup meetings.
- Attend all Intergroup Functions.
- Maintain and ensure accuracy of Intergroup Steering Committee Meeting Minutes in Central Office Minute Book.

***Need to set a recurring date for Executive Board meeting and revise above.**