

***Eligibility:***

- Any Al-Anon member.
- Attend all monthly district meetings.

***Term of Service:***

- Elected by voting members of the district for a three-year term.

***Required Skills:***

- Working knowledge of electronic spreadsheets, word processing, email, email attachments, and distributions to multiple recipients.
- Possession of a printer and an electronic device capable of processing spreadsheets, word-processing, PDF files, and email.

***Specific Duties and Responsibilities:***

- Take minutes of all monthly district meetings and act as custodian of minutes of District Meetings
- Update District Contact List including district officer's and coordinator's personal contact information and term dates and WSO group #'s and distribute it to all listed contacts as soon as reasonably possible after a change in contact information has been received.
- Maintain a phone tree list for communicating with District.
- Distribute the District meetings minutes to all members on the District Contact Sheet one week after the meeting.
- Distribute the upcoming meetings' agenda and the minutes from the last district meeting to all members on the District Contact Sheet at least one week before the upcoming meeting.
- Distribute any electronic documents/materials within the district as requested.
- Notifications and distributions will be made by email, email attachment, and telephone unless prior arrangements have been made to provide hard copy.
- Notify the District Public Information Media Team Coordinator as soon as information is received of changes to group meeting schedules/status.

- Any expenditures for supplies, etc. must be made according to District Policy and must be kept within the District Secretary's budget.
- Voting rights to be dependent on the current District Policy.

*This copy contains the changes discussed at the May 12, 2021 District Meeting.*