



Al-Anon Service Center of Northern Virginia, Inc.

Al-Anon Information Service (AIS) / Literature Distribution Center (LDC)

October 2916

VOLUNTEER OPPORTUNITIES AT THE SERVICE CENTER!

Needed: Secretary and Alternate Secretary

Duties and Responsibilities:

The primary responsibility of the Secretary is recording the proceedings of the quarterly meetings of the Steering Committee and the General Service Center. He/she also maintains changes to the By-laws.

Tasks

- Record and distribute proceedings of the General and Steering Committee meetings to the Chair and to the Service Center office
- Prepare notices/correspondence to Service Center and Steering Committee members
- Prepare correspondence at request of Chairperson
- Maintain updated By-laws and distribute revised copy to Officers, Steering Committee and General Service Center members
- Maintain sign-in attendance sheet for Steering Committee and General Service Center meetings

The Alternate assumes duties in the absence of the Secretary and assists the Secretary, as requested.

Time Allocation

- Steering Committee meetings—Quarterly
- General Services meetings—Quarterly
- Preparing and distributing minutes of meetings, as necessary

Email the Service Center office at info@alanonva.com/phone: 703-534-4357, or call Yumiko A. at 202-657-1816

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