

Intergroup Secretary

The roles and responsibilities of the Secretary, are as follows:

- Sit up front with the Chair, and Co-Chair
- Take notes during the meeting to later use to generate a Secretary's report which includes: Record of all who attended during roll call, notes of each officers report and whether or not their full report has been posted to the website, Old and New business including motions made and whether they carried or did not, as well as Announcements to the group from individuals
- During the Meeting it is the responsibility of the Secretary to read off the Old business from last month when we reach that portion of the meeting
- After the meeting during the month until the next meeting, the secretary then compiles all the notes into a simple account of the last months meeting, and sends it via email to the webmaster to be posted as a draft for all to view. Once the group votes to accept said report at the next meeting it becomes the final report.