

SECRETARY - VICE-SECRETARY

Service experience and good typing skills with a willingness to ensure that accurate minutes are distributed to the committee members.

Roles and responsibilities:

1. Secretary Chair (2years cleantime) Vice-Chair(1-year cleantime)
2. To have service experience and good typing skills with a willingness to ensure those accurate minutes are distributed to the committee members.
3. Keep minutes of all committee meetings and subcommittee reports.
4. Maintains a list of names, addresses, and phone numbers of committee members for committee use
5. Keep extra sets of minutes, updated after each committee meeting, for archival use and load into UKCNA Dropbox
6. Communicates all minutes to the Regional Sub Committee regarding the progress and planning of the convention at resource@ukna.org. Assists all committees in mailing and correspondence. This is required 10 days before Region attend their committee meeting giving RCM's time to explore the minutes
7. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.