

A Day in the Life of the Region 5 Secretary

The title of this document is a little misleading, as the days change with the assembly seasons! Before, during, and after assemblies can be quite busy. In between, weeks may go by when all I have done is responded to some emails and/or phone calls, unless I get busy with an issue or project.

As with any project, the time it takes to do this job is fluid and flexible. Most important thing to remember is that you are a trusted service, not alone, not in charge, not the expert.

The benefits include, but are not limited to, the opportunity to:

- a) be of service
- b) give back to the fellowship what I have so freely been given
- c) learn more about how OA works
- d) learn transferrable skills
- e) expand my OA family
- f) practice the principles of the program
- g) strengthen my recovery
- h) practice being a team player
- i) improve time/space management ability
- j) increase my sense of self and confidence
- k) become a better me.

Here are a few ways I learned to work smarter than my original attempts:

- a) Be familiar with the Region 5 Bylaws, Policies and Procedures, Convention Guidelines, Standing Rules, as well as the National Association of Parliamentarians booklet *Spotlight on You the Secretary*.
- b) Use a separate (anonymous) email address just for OA business. When signing up for it, just use a last initial for the last name.
- c) Create lists of duties with approximate due dates.
- d) Do as much as possible ahead of time.
- e) Learn how to use the meeting recorder efficiently.
- f) Document steps for processes such as making nametags.
- g) Use the computer during meetings to type notes onto the agenda or script.
- h) Ask for input from the board and/or the fellowship when decisions need to be made or if a process isn't working as desired.
- i) Realize the minutes are the legal document used by the bank for changes in board members, and the secretary needs to go to the bank to add names to the account.

The following is a summary of the secretary activities in the four assembly seasons:

After an Assembly:

- 1) Transcribe Friday and Sunday board meeting minutes and email to the board.

- 2) Transcribe the assembly business minutes, including committee reports, and email to the Minutes Approval Committee.
- 3) Update documents changed by the assembly actions.
- 4) Post updated documents and approved minutes to the website.
- 5) Archive documents as appropriate

Between Assemblies:

- 1) Be willing to give workshops within the region.
- 2) Work on projects, such as updating forms. The secretary is currently the liaison between the board and webmaster.
- 3) Check email daily and respond as needed to email and phone requests, including sending email blasts to the Region 5 Fellowship.
- 4) Create a proposed agenda for the next assembly and send it to the chair and vice chair for input.

Before an Assembly:

- 1) Update and assemble Packet A, post it on the website, and send it to the fellowship.
- 2) Set up the registration process, then process registrations, payments, and orders.
- 3) Update and assemble Packet B, post it on the website, and send it to the fellowship.
- 4) Prepare committee rosters and folders.
- 5) Prepare materials for the Nominating Committee and/or elections.
- 6) Prepare nametags and registration materials.

During an Assembly:

- 1) Participate in and record the Friday board meeting.
- 2) Set up registration.
- 3) Participate in the Friday evening session and IG sharing.
- 4) Participate in and record the Saturday Business sessions.
- 5) Chair the nominating committee meeting.
- 6) Participate in and record the Sunday board meeting.

Yours in Service,

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