

A Day in the Life of the Region 5 Secretary

COMMENTS:

Serving as your secretary has blessed me in innumerable ways. I have grown in abilities and skills, as well as in my own recovery. It feels great to find solutions to challenges and to become a part of a team that works together. Region 5 officers are not isolated servants. Together we get better and accomplish what we could never do alone. I encourage you to work toward serving at different levels of the OA fellowship. Each position offers blessings far beyond the service required.

The list of activities below looks long, but I have developed methods to anticipate and organize the work. There are stretches of time when I do very little, beside check my email.

ACTIVITIES:

After the Assembly:

Transcribe the minutes of the Friday and Sunday board meetings and email them to the board members.

Transcribe the assembly minutes (including committee reports) and email them to the Minutes Approval Committee.

Update any documents with changes made by the assembly and assemble Packet C.

Have the Packet C posted on region5oa.org and email a notice of that posting to the Region 5 email list.

Email the updated roster to intergroups and representatives who attended assembly.

Archive documents as appropriate and back up the secretary computer.

Between Assemblies:

Respond to calls, emails, etc. Typically, this means forwarding the email to person who can best handle the request. For example, if I receive a request for a sponsor, I pass this on to the chair of the Sponsorship Task Force.

Give workshops within the region (as requested) and work on projects, such as updates to forms or the website.

Currently the secretary is the liaison between the board and the webmaster. All items approved for posting are emailed to the secretary who then forwards them to the webmaster.

Occasionally I have had to work closely with the web master to get a quote for new features. If the new feature is approved, then I work with the web master to test the new feature after he created it. If something is not working on the website, then coordinating the fix with the Web Master and testing it.

Work with the Chair and Vice Chair to create the next assembly's proposed agenda.

About 2.5 months before the next assembly, email the Region 5 list asking for documents for the next Packet A.

Assemble Packet A documents and collaborate with the webmaster to set up the online registration.

About 2 months before assembly, have Packet A posted, announce the posting to the Region 5 list, and mail hard copies to those who have ordered them.

Keep track of registrations, payments, and orders.

About a month before the assembly, email the board for reports. Write the Secretary Report. Assemble Packet B documents.

About two weeks before the assembly, have Packet B posted, announce the posting to the Region 5 list, and mail hard copies as ordered.

In collaboration with board members, make committee assignments. Prepare committee rosters and folders.

Email the luncheon count to the vice chair, the new representative contact information to the trustee, and the registration list to the vice chair and trustee.

Prepare nametags and other registration materials. Prepare ordered documents and Region 5 Handbooks, as well as print the assembly roster.

Serve as the Region 5 Host for the Zoom Cloud Conferencing. Manage the schedule for the Region 5 Zoom meetings. This means creating Zoom Meetings and RegFox registration forms when requested. We have a service position "Coordinator of Virtual Meetings" that is tasked with this managing Zoom Meetings and Registration forms. I am intending on asking the Board to allow me to continue doing this service.

Liaison with the Region 5 Media Committee. This means answering questions and helping the Media chair coordinate activities.

Manage the Region 5 email lists.

During the Assembly:

Set up check-in table and train volunteer hosts. Participate in the Friday evening session and chair the nominating committee meeting. Participate in and record the Friday and Sunday board meetings and the assembly business meetings. Project motions during business meetings. Assist board members, committees, and representatives as needed.

Summer Conference Call:

I am currently preparing for our Summer Conference call.

This is similar to the assembly preparation, but much less involved.

I will transcribe the minutes and send them to the minute's approval committee.

There are no registrations, check-ins, committee folders, nametags, rosters, motions, etc., just Packets A, B, and C to be posted.