

## **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.

I have created a secretary's manual that describes in detail everything that needs to be done. This way a new secretary will know how to handle each task with out question. I know this service position seems intimidating and like it's a lot of work. But the big secret is that that it is really easy and gets easier as time goes on.

The second big secret as I describe in the secretary's manual is that it's all based on a timeline. After every event I open an excel file and change the date of the time to the next assembly. The timeline updates automatically and I have to do is pay attention to the various deadlines. There really is no guessing anymore of when something needs to get done. Then all I have to do is open the secretary's manual to the section on the task and it tells me what to do. The timeline is my version of the Easy Button.

There are few prerequisite skills needed for this service position.

1. Familiar with using a word processor application. I use Word.
2. Familiar with using spreadsheet application. I use Excel.
3. Familiar with email. I use Outlook.

Everything else you can learn.

### **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. Mail any ordered hard copies.

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.

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.

Server as the Region 5 Host for the Zoom Cloud Conferencing. Manage the schedule for the Region 5 Zoom meetings.

Manage the Region 5 email lists.

Create minutes for the Region 5 Board meetings.

At conventions, I give service as requested. Typically speaking and collecting money from the various tables at the convention for the Treasurer.

### **Before the Assembly**

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.

### **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. Liaison with the Media committee.

### **Summer Conference Call:**

This is like the assembly preparation, but much less involved.

I 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 and B to be posted.

### **CONCLUSION:**

So, if you are looking for a service position that is highly rewarding and easy to do, this is the job for you. I was very nervous taking this service position on at first. But after a while I realized it only seems like it is a gigantic job. It really isn't. As a bonus I get to participate in the Region 5 Board meetings and get input into any decisions being made.