

SECRETARY - DUTIES AND QUALIFICATIONS

Each Hosting Region will be responsible to provide a secretary for the meeting they facilitate. This person will meet the following qualifications:

The Secretary:

- ❖ Will have a minimum of 5 yrs clean time
- ❖ Commitment is a non-funded volunteer commitment (there will be no reimbursement of travel expenses)
- ❖ Will record accurate minutes using the template provided
- ❖ Will provide an accurate summary of the discussions of the meeting as well as the final outcomes of such discussions.
- ❖ Will include all submitted written submissions to the meeting such as reports, pros and cons.
- ❖ Will maintain and update the AZF contact list

- ❖ Distribution of the minutes requires the secretary to:
 - a. Send to every person on our contact list an electronic version of the minutes within two weeks following the meeting/teleconference.
 - b. If requested will mail hard copy to anyone who provides a self – addressed stamped envelope and requests hard copy be sent.
 - c. Will send an approved copy of the minutes to NAWS (FSTeam@na.org) within two weeks following the AZF meeting in which the minutes are approved.
 - d. Will send an approved copy to the Webservant for posting on the website and for archival purposes within two weeks following the AZF meeting in which the minutes are approved.