

# MIRACLES WITHIN TRUSTED SERVANT OPENING

120324

Election of a Secretary will occur at an upcoming Group Conscience meeting. See a description of the role's responsibilities and requirements below.

## **Secretary**

- Prepare and maintain agendas of meetings
- Send notices of Group Conscience Meetings to members via preferred channel(s) (email, social media, etc.)
- Attend Group Conscience meetings and record minutes
- Email / distribute minutes to Trusted Servants and other Home Group members before the monthly meeting
- Make any corrections to the minutes after Group Conscience reviews, and then redistribute
- Retain a hard copy of minutes in the Group notebook
- Send AA-related announcements via preferred channel(s) (email, social media, etc.)
- Update and maintain confidential email group for Miracles Within communications
- Manage private Miracles Within group on Facebook

### Requirements

- 1 year of continuous sobriety
- Have a sponsor
- Home Group is Miracles Within
- 1-year term

Feel free to nominate yourself or another Home Group member who may meet requirements for the role.

### **Questions about the role? Another way to make nominations?**

Contact Nancy K., Miracles Within chair (678-557-8155), or the current secretary, Kim S. (770-833-1657).