

RRCNA 29

Secretary Final Report

The Secretaries primary duties for the convention year are to attend all convention committee meetings. It is the secretary's responsibility to have copies for the minutes available to members at the committee meeting which would be 12 copies for the Chair through the sub-committees and for anyone else that attends on a regular basis. You should also make copies for the Chair to take to Area for the GSR's which is usually no more than 15.

I have found it is much more accurate and a lot easier if you ask to have all reports be written and turned in to you by the end of each meeting. It is also helpful to have motions (especially the long worded ones) written down and turned in as well. I also found it more accurate to pass around an attendance sheet. I will pass along the one I used. You can make adjustments to it as you see fit.

You will be required to attend any functions that F & E may put on before the convention.

I will be turning over a plastic tote with RRCNA 29's minutes and copies of motion forms, trusted servants reports and sub committee reports. Also, will be turning over a copy of any final reports received from RRCNA 29.

During the convention there will be times that the committee will meet before or after the day's events, be prepared to take minutes at those meetings. Also be available during the convention and help any subcommittee that needs help.

You will want to submit a budget so that you will be able to make copies when needed. I wouldn't think you would need more than a \$200.00 budget. I didn't use the budget that I submitted which was \$100.00

Being the Secretary is a wonderful opportunity to serve the NA Fellowship and a great way to get to know fellow addicts that you maybe wouldn't get to know otherwise.

If you have any questions or need any help, please feel free to call me at 815-978-0725.

In loving service,

Nancy M.