

Secretary checklist

You have taken on a big responsibility, and we thank you! Here are your general instructions:

Your Secretary Coordinator and Group Chairperson are available for any questions or to help with a problem.

Register with Central office (please call central office or register online at aasanjose.org)

Attend SPG Secretary Orientation given by Secretary Coordinator. This usually happens the Sunday after elections, but specific date and time will be communicated via email.

Suggested to attend the secretary workshop if a "new" secretary or if you have never attended one, offered the 1st Saturday of each month 10am Central Office.

Attend monthly SPG steering committee meeting, 2nd Sunday of each month at 10:45 am in the large room downstairs Los Gatos Adult Recreation Center. This is where you bring information from your meeting (average attendance, average 7th Tradition, book sales, questions, problems, miracles). If you can't attend, please have a member bring the info to the meeting for you. They will also need to take back information from the steering committee to your meeting.

Fill all necessary service positions for meeting: Set up, Coffee, Donuts or refreshments (if offered by meeting), Clean up. Other positions are at group level (H&I, Intergroup, Literature, Sponsor Coordinator).

Provide email and phone number to steering committee for contact purposes, and please be aware that email is the main method of contact for the steering committee. Check your emails and please respond.

Please be aware and knowledgeable about the importance of taking care of our meeting rooms and following rules of the facility. We don't want to lose our 2 locations, so clean up is crucial, as well as following the smoking and animal policies of the facilities and our Group.

DO NOT PUT H&I Cans with money in closet/cabinet. Secretary, please empty can(s) after your meeting and get the money to the H&I rep as soon as possible (make arrangements with H&I rep).

Turn 7th Tradition money in to Treasurer weekly (make arrangements with Treasurer). This can be done in person or you can deposit the cash and write a check, which you then send to our PO Box.

Keep headcount on meeting log along with the other information requested.

Money from book sales is logged on a separate line from 7th Tradition. If you see that books or pamphlets are needed, contact the Literature Coordinator or your Secretary Coordinator.

Important Contacts for Secretary

Steering Committee Chairperson – Lisa R 408-807-4443 larund408@gmail.com

Treasurer – Kevin M 408-691-3872 papakevin1956@gmail.com

Secretary Coordinator – Toni F 408-243-6380 tonif4075@gmail.com

Coffee supplies – Jen H 408-332-9945 j2honore@yahoo.com

LG Rec Center Facilities Manager -- Dee Towner 408-960-4962

Local police number – 408-354-8600

CALL 911 if you have an emergency and do not know what to do