

# Sea to Sky Intergroup

## Qualifications and Responsibilities of Recording Secretary

**Term of Office:** The term of office shall be not less than one year or more than 2 consecutive terms, except for reasons to be decided by the Sea to Sky Intergroup.

### **Qualifications for Election:**

- Two years or more membership in the Overeaters Anonymous program.
- Previous service on the Sea to Sky Intergroup Board or attendance at nine of the previous twelve Sea to Sky Intergroup meetings as a meeting representative or committee chairperson.
- Recovering from compulsive overeating and having at least six months current abstinence at the time of the election.
- Working the Twelve Step program to the best of his/her ability and having taken the 5<sup>th</sup> Step.
- Present at the election, or having sent a letter indicating willingness and qualifications for this position.

### **Responsibilities:**

- a. Shall maintain abstinence while serving as an Elected Board Member.  
While each person is the sole judge of his or her own abstinence, for the purposes of accountability while serving Sea to Sky Intergroup, should a break in abstinence occur, please advise the Chair.
- b. Shall record minutes of all Sea to Sky Intergroup meetings.
- c. Shall distribute previous month's Sea to Sky Intergroup meeting minutes to all Sea to Sky Intergroup Board members, Committee Chairs and Representatives attending meeting.
- d. Shall maintain an updated list of member's email addresses for the purpose of monthly distribution of Sea to Sky Intergroup meeting minutes to any member who requests a copy of minutes electronically.
- e. Shall maintain a permanent record of all Sea to Sky Intergroup minutes of past meetings. Records will be kept for a maximum of 7 years in the Sea to Sky Intergroup storage area.
- f. Shall work closely with the Chairperson and handle all correspondence as deemed necessary.
- g. Shall direct correspondence to the appropriate Board member or Committee Chair and maintain a file of outgoing correspondence.