

Minnesota Debtors Anonymous

Service Job Description

Service Position: Secretary

Length of Service: 12 months

Qualifications: 3 mos. not incurring unsecured debt

Duties:

1. Attend Intergroup monthly meeting
2. Take minutes at Intergroup meeting
3. Send minutes via email to Intergroup Members one (1) week prior to the next Intergroup meeting
4. Bring copies of the previous month's minutes to Intergroup meeting
5. Maintain current Intergroup contact list (add and delete members as service positions change)
6. Send out updated Intergroup contact list via email and/or bring copies to Intergroup meeting
7. Maintain the DA Yellow Flyer
 - Update flyer if meetings are added, cancelled or if meeting times and locations change
 - Print flyers to insure all DA groups have adequate supplies
8. Mail out flyers as needed as groups request (per MN DA website)

Estimated time commitment per month: 2 – 3 hours

Notes:

- Secretary will be reimbursed for printing costs of the Contact List and Intergroup minutes, present receipts to Co-Treasurer #2
- Secretary will be reimbursed for printing charges and postage (present receipts to Co-Treasurer #2)
- Please bring flyers to the Intergroup meeting, as this is a good way to distribute flyers to IRs/GSRs without incurring mailing costs