

Secretary

1. Manage district meeting minutes. Emails and mails out copies as appropriate.
2. Keep the group lists current; communicates the list to the DCM and the Area Group Records Chair.
3. Work with others to supply past information as requested by searching old reports.
4. Email district minutes to the area archivist: archivist@area35.org. This email can be reached at: <https://www.area35.org/area-officers/>
5. The secretary submits the minutes at the district meeting to be approved or amended.