



RECORDING SECRETARY

The Recording Secretary serves on the UA-UK IG Executive Committee along with the Chair, Vice Chair, Executive Secretary and Treasurer.

Qualifications

1. IG Officers should have been working the Twelve Steps of UA for at least 6 months with a sponsor.
2. Be familiar, or willing to familiarise themselves with the Twelve Traditions of UA.
3. IG Officers should be solvent for six months as defined with their UA sponsor.
4. Be part of a home UA group.

General responsibilities for all Intergroup Officers

1. Shall email the Executive Secretary with an officer report for each UA-UK IG meeting, describing actions taken since the last meeting.
2. Shall save copies of all documents needed to perform their officer role in the UA-UK IG Google Drive and maintain archives as necessary.
3. Shall perform all other necessary duties pertaining to their role as requested in UA-UK-IG meetings.
4. Shall handover to the next officer and be available for the period of one month only after the term of office.
5. Shall familiarise themselves with the Simplified Robert's Rules of Order (See Procedures & Guidelines: Appendix 4).
6. Shall read and respond to email and WhatsApp messages between UA-UK IG meetings.

Recording Secretary responsibilities

1. Take UA-UK IG meeting minutes and maintain a record of IG officers and GSRs in attendance.
2. Email 'Group Announcements' to our distribution list shortly after each IG meeting.
3. Make sure UA-UK IG minutes documents are available for reference on our G Drive.

Term of Office

1. IG Officers shall be elected to serve for a period of two years.