

Best Practices for Recording Secretary

BEFORE THE ASSEMBLY

1. Make sure to email Intergroups and Steering Committee any proposed bylaws amendments at least 60 days before the next assembly. You will know about these, because they are usually proposed at the past assembly you attended. Policy Manual amendments are emailed out 30 days before the next assembly.
2. As soon as you receive the Proposed Agenda from the Chairperson, print out a copy of it, the proposed standing rules, the minutes from the most recent assembly, the most current bylaws and the most current policy manual. Place these in the big binder where all paperwork for the upcoming assembly is filed.
3. Write an invitation letter to email to all the Intergroups in Region 3. Use those from previous assemblies as your pattern. Type this letter on your Region III Letterhead Stationery and scan into a file. Place original in big binder.
4. Email early invitation letter to all Intergroups in Region3 at least 60 days before the next assembly. Remind them of the steering committee positions that are open at the next assembly. Include convention registration flier.
5. Email 2nd invitation letter to all Intergroups with a link to the Region III website where the proposed agenda, proposed bylaws amendments, and steering committee applications are located 30 days before the next assembly.
6. Get the steering committee reports from members at least 30 days before the next assembly. Make sure that the pages are numbered and color coded in the top right of each page.
7. When you get the list of registered representatives from the Vice Chair (between two and three weeks before the Assembly) send then an email with the link to the Region III website “assemblies” folder where all the documents for the Assembly are posted. Remind them to make copies of all these documents to bring to the assembly. There will not be packets of these for them at the assembly.
8. After you change the date of the committee form to match the assembly date, make committee report forms (1 for each folder). Place 1 copy of the committee reports in each of the committee folders.
9. Pack the briefcase with plenty of motion forms, the committee folders, the sign in sheet, a stapler, tape, etc. Be sure to take the brief case with you to the Assembly.
10. For the Spring Assembly, change the date of deadline on the first page and second page of the application and the “must be present” date on page 1. Make a few copies of these applications to offer to any representatives who may be interested in applying for the opening positions on the board. Make sure you change the deadline date to 45 days in advance of the Fall Assembly.

AT THE ASSEMBLY

1. Be sure to take notes at every steering committee meeting as well as during the assembly.
2. Go early to the assembly room and get out the 3 hole punch, stapler, motion forms, etc and put the rest out of your way.

3. As the meeting progresses, take good notes on your script, which has been provided by the chair.
4. Be sure to have a large manila envelope to circulate for Informal Notes. You will use a copy of these to help you type minutes after the Assembly.
5. Pass out the committee folders to the committee chairs just before you break for lunch. Remind chairs to make three extra copies (for recording secretary, chair, committee chair and for the committee folder). Be sure to get these folders back after lunch. Make sure a copy of their committee report is there for you because you will need these to type minutes after the Assembly.
6. Make sure that everyone in attendance has signed in on the blue notebook that you pass around during the assembly. You will need this information to type contact info for everyone after the assembly.
7. During your report, be sure to stress the importance of getting everyone signed in on the blue book and stress how handy the informal notes are for anyone taking a report back to the intergroup. Put the blue book and the informal notes envelope into circulation at that time.
8. At the Sunday AM breakfast meeting with the steering committee, be sure to take notes and make a list of things to remember for the time between the end of this assembly and the beginning of the next one.
9. If a steering committee member is leaving the board, it is a good idea for you to circulate a card and ask for donations for a gift and make arrangements to purchase a gift or gift card to be presented at the banquet.
10. If the person who took informal notes is willing, ask them to take the money, make two copies and return leftover money to the treasurer. If they are not willing to do this, you need to make arrangements for the copies of the informal notes and the contact info pages to be copied and stapled and delivered to the ones who purchased them either at the banquet or slip them under their door after the banquet.
11. Make a copy of each committee report and give it to the Chairperson.

AFTER THE ASSEMBLY

1. Come home, take a few deep breaths and give yourself a few days or a week to relax.
2. Then, begin your typing with the complete list of contacts. Email this list to everyone who attended the assembly.
3. Type the minutes. You will need your script, your informal notes and your committee reports for this. Email the minutes to everyone who attended the assembly.
4. Make any approved bylaws amendments by editing the most current version and change the revision date to the date the assembly was held.

5. Make any approved policy manual amendments by editing the most current version and change the revision date to the date the assembly was held.
6. Put a copy of all documents used at the assembly, including all motion forms into the 3 ring binder. When you have everything in there, put a divider on top and label the tab with the date of the assembly.
7. If the assembly voted on any proposed bylaws amendment, type them and get them ready to email to each Intergroup at least 60 days prior to the next assembly. And now you are back to BEFORE THE ASSEMBLY again.
8. You will receive emails asking for documents or information, so check your email often.
9. Always make a copy of the minutes and put them in the binder that holds Minutes from Past assemblies.
10. HAVE FUN. This is the most amazing service position you could ever hold!!