

## **SECRETARY'S REPORT**

Requirements for being the Secretary of the meeting: 30 days of CEA-HOW abstinence and have completed the first 3 steps and are working with a sponsor)

### **Secretary is responsible for the following:**

- Get on bridge line by 6:57 EST
- Ensure that leader is present or get alternate
- Ensure meeting starts @ 7:03 EST
- Monitor background noise
- Keep records of the weekly meetings
- Assist in keeping the meeting flowing
- Lead the business meetings; keep records of the motions passed by group conscience. Keeper of the archives.

### **Minutes from the prior week:**

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

Number of people in attendance: \_\_\_\_\_

Number of newcomers \_\_\_\_\_

Business Meeting updates

### **Current Week's records:**

Leader for next week \_\_\_\_\_

Promise for next week \_\_\_\_\_

**(Announce business meeting 2 weeks before it is scheduled.)**

(If the secretary is unable to attend next week's meeting... ask for a volunteer to fill in).

Other Announcements: