

A Day in the Life of the Region 5 Secretary

Between Assemblies:

- Responds to calls, texts, emails, etc. Often, this means forwarding things to the Board member who can best handle the request. For example, if I receive a question about Region 5 donations, I pass this on to the Region 5 Treasurer.
- Completes simple website WordPress updates/edits (this work is based on my current skill set, not required for the Secretary position).
- Acts as the liaison for Region 5 and coordinates the work/updates/edits for the website with the webmaster. All items approved for updating and/or posting are emailed to the Secretary (works with Trustee Liaison to check for Tradition breaks) who then forwards them to the webmaster. Double-check and test website edits as things are completed.
- Attends monthly Executive Board meetings and records the minutes. Emails minutes to attendees after the meetings.
- Schedules Region 5 Zoom account meeting for anyone in R5.
- Makes Regfox items and updates when/as needed.
- Manages the Region 5 email lists.
- Assists Intergroups, Reps, and Meetings when needed.
- NOTE: There is no Digital Community Coordinator assigned now. I have managed without one, like the Secretary before me and before the DCC position was suggested. If there was a DCC assigned, the Secretary would oversee their work and assignments, based on the current P & P job description.

Activities before the Assemblies:

- Works with the Chair and Vice Chair to create the next assembly's proposed Agenda.
- Builds Assembly Online Registration Page with links on the R5 homepage to go live when registration opens.
- Emails out Hotel and reservation info as soon as the final information is available.
- Emails (about 2.5 months before the next assembly) the Region 5 Board, Reps, and IG email lists, asking for documents [flyers, officer applications (in the Fall), proposals, etc.] for the next Packet A.
- Assemble Packet A documents.
- Posts Packet A (about two months before assembly) and announces the posting to the Region 5 email lists.
- Keeps track of registrations, payments (if anyone wants to pay by check), and Binder material orders.
- Emails (about a month before the assembly) the Board and Committee Chairs for update reports for Packet B.
- Assembles Packet B documents.
- Posts Packet B (about two weeks before the assembly) and announces the posting to the Region 5 assembly registrant's and IG email lists.
- Makes committee assignments (in collaboration with board members if needed). Prepares committee rosters (emails to Committee Chairs, Liaisons, and R5 Chair) and folders with all of the Committee meeting forms and documents, including committee reports from previous Assembly and Packet B of current Assembly.
- Schedules the Friday night Zoom meeting and sends out the log-in information to all of the Zoom registrants.

- Emails the luncheon count to the Hotel Liaison; the new representative contact information to the Trustee Liaison; and the registration list to the Board.
- Prepares nametags and other registration materials. Prepares ordered Region 5 Handbook packets. Prepare Business meeting Readings, signs for the room, etc.
- Begins organizing the full Assembly Roster based on registrants (not completed until after Saturday morning registration closes).

During the Assemblies:

- Sets-up check-in table and trains volunteer hosts to do that work. Repeats training on Saturday morning if different folks will be working the table.
- Participates in the Friday evening session and facilitates the Zoom meeting and those attendees.
- Participates in and takes Minutes for the Friday Board Meeting.
- Takes Minutes for the Business Meetings on Saturday and Sunday.
- Projects Motions and other requested elements during Business Meetings.
- Acts as Media Committee Liaison during the meeting. This means answering questions and helping the Media Chair coordinate activities.
- Assists Board Members, Committees, and Representatives as needed.

After the Assemblies:

- Transcribes the Minutes of the Friday Board Meeting and emails out the information.
- Transcribes the Assembly Minutes and emails them to the Minutes Approval Committee.
- Updates any documents with changes made by the Assembly and assembles Packet C.
- Posts Packet C on region5oa.org and emails a notice of that posting to the Region 5 Assembly and Intergroup email lists.
- Emails the final Assembly roster to Intergroups and Representatives who attended assembly.
- Uploads any updated Region 5 documents from the Assembly to the website.
- Uploads the Media Committee's Assembly articles to the Online newsletter on the website.
- Archives documents as appropriate and backs up the Secretary computer.

Summer Conference Call OR Summer Packet Updates (like 2025):

- Normally, this is similar to Assembly preparation, but less involved. There is usually one Packet before the Conference Call with announcements and reports from the Board and Committees. Then a Packet with any additional information after the Conference Call.
- For Summer 2025, we are trying something new and not having the Conference Call. We have requested the updated reporting from folks and will release a single Packet with the updated information on July 19th for review.