

SECTION XVI – RECORDING SECRETARY

Subject to the approval of the Central Service Committee, the Trustee shall hire a qualified person (the “Recording Secretary”) to record and have transcribed the minutes of all Intergroup Association and Central Service Committee meetings. Being a compensated person, the Recording Secretary may or may not be a member of Alcoholics Anonymous.

The Recording Secretary has the following duties and responsibilities, including, but not limited to, the following:

- a. Keep the attendance records and provide no less than quarterly attendance updates to the
Office Manager and Executive Committee members; and
- b. If a Zone remains unrepresented by its delegate or alternate delegate at three (3)
consecutive Intergroup Association and Central Service Committee meetings, notify the Vice-Chair and the Central Service Committee that the Zone is considered inactive.