

JOB DUTIES

Recording Secretary of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To ensure the minutes of CAIG meetings are kept accurately

Job Duties

- Take minutes at Steering Committee & CAIG Business Meetings
- Collect all Chairpersons' Monthly Reports
- Edit minutes (As needed)
- File all minutes
- Write & present reports for both Steering Committee & CAIG Business Meetings (Monthly)
- Attend all Steering Committee & CAIG Business Meetings (Monthly)
- In the absence of Corresponding Secretary, ensures all mail is picked up & distributed