SOUTHEASTERN PENNSYLVANIA INTERGROUP ASSOCIATION (SEPIA)
DUTIES OF

SECRETARY AND ASSISTANT SECRETARY

Revised June 2020

The Secretary is responsible for recording, typing, and distributing accurate, detailed minutes of all the Steering Committee Meetings. Accuracy is most important, not only because the minutes are the official historical recordings of SEPIA business, but also because these minutes are often required by law by banks and other institutions due to SEPIA's incorporation status.

The Secretary should support the Chairperson and take the minutes of any meeting conducted by the Chairperson. The Assistant Secretary should support the Vice-Chairperson and take the minutes of any meeting conducted by the Vice Chairperson. For example: The Secretary should attend and record the minutes of the Nominating Committee, led by the Chairperson, and should secure, by mail, the agreement to serve from each nominee. The Assistant Secretary should attend and record the minutes of the Special Events Committee meeting, led by the Vice-Chairperson.

All minutes must be sent to the Office Manager to be kept on file at the office for future reference. Care must be taken to ensure the anonymity of meeting participants by removing any last names, personal email addresses, and personal phone numbers.

The Assistant Secretary assists the Secretary at all meetings, filling in for the Secretary when he/she is not available.

The Secretary and Assistant Secretary attend all Steering Committee meetings and functions. They should also attend the five Zone Intergroup Representatives (IGR) meetings on a rotating basis and give reports to the Zones about the activities of the SEPIA office.

The Secretary and Assistant Secretary attend and support all Special Events such as the Annual Round-Up, the Breakfasts, the Share-a-Day event. and all other events sponsored by the Steering Committee and the SEPIA office. The Secretary also supports the Unity Committee events like the Unity Picnic and Unity Pitch events whenever possible.