

Finger Lakes Area Intergroup Secretary

Membership & Records Procedures

1. Membership Tracking

- Maintain a digital Registration List of Intergroup Representatives (IRs), Alternates, Officers, and Committee Chairs.
- Record new IRs/Alternates as groups report them. Provide a copy of current bylaws.
- Mark groups as inactive if their representative is absent from three consecutive meetings; notify the group by email.
- Mark groups as active again once a representative attends a meeting.

2. Attendance

- Track attendance digitally each month using the Attendance file.
- Ensure IRs/Alternates sign in at each meeting. Issue voting cards and verify eligible voters before votes.
- Keep attendance reports in the Attendance folder on the hard drive.

3. Meeting Records

- File all meeting materials (agendas, minutes, motions, newsletters, budgets, reports, etc.) in their respective digital folders on the portable hard drive.
- Ensure Meeting Minutes are recorded, approved, and saved in the Meeting Minutes folder.
- Maintain an archive of past newsletters, meeting lists, and reports.

4. Voting & Registrar Duties

- Act as Registrar at meetings: sign in representatives, issue voting cards, verify eligible voters, and collect cards after voting.
- Record vote outcomes in the minutes.

5. Updates & Confirmations

- At least once a year, confirm and update contact information for all IRs/Alternates.
- Update records immediately when new officers, chairs, or IRs are reported.
- Provide an updated registration list to the Chair and Officers when requested.

6. Records Management

- Maintain both digital and physical records of all Intergroup business.
- Digital records are stored on the portable hard drive in the Secretary folder (organized by subfolders such as Attendance, Meeting Minutes, Newsletter, etc.).
- Physical records (sign-in sheets, voting cards, correspondence) should be kept in labeled binders or folders at the Intergroup's storage location.
- Ensure continuity: all files must be organized and accessible to future Secretaries.

7. IR Orientation

- Organize and conduct an annual Intergroup Representative Orientation.

- Orientation should cover: Intergroup purpose and structure, bylaws and voting procedures, IR responsibilities, and available resources.
- File orientation materials (agendas, slides, handouts) in the IR Orientation folder.

8. Availability

- Membership registration lists, attendance logs, and meeting minutes must be available upon request by Intergroup Officers or the Voting Body.
- Records should be shared in digital format when possible, with physical backups available for audit or archival purposes.