

# SCINA

## DUTIES OF THE MEETING SECRETARY

1. Act as the safe-keeper for meeting documents. (Meeting formats, twelve steps, twelve traditions, the promises etc.)
2. Select someone to run the meeting each week.
3. The Secretary for a well attended meeting should attempt to have members make commitments to act as the following:
  - A. Chip Person
  - B. Treasurer
  - C. Coffee Maker
  - D. Literature Person
  - E. Inter-Group Representative
4. Arrive about fifteen minutes before the meeting starts to open the meeting room, arrange it if necessary and to pick a leader for the current meeting.
5. Establish and maintain the accuracy of the meeting information as recorded in the Southern California database. (**SCINA** maintains a database of meeting times, location, contacts, Secretary names and addresses, and Inter-Group representatives names and address for mailing purposes.)

## DUTIES OF THE INTERGROUP REPRESENTATIVE

1. Attend the Inter-group meetings once a month.
2. Communicate information back to the individual meeting about the activities of the organization both at the Southern California level and the National level as appropriate.
3. Purchase chips, pamphlets, books for the meeting at the Inter-Group meeting.

The above are offered in the spirit of Tradition 4: "Each meeting should be autonomous except in matters affecting other groups or NA as a whole." This listing of duties for an Inter-Group Representative and the Meeting Secretary are offered as suggestions only. Good Luck with your meeting from all of us at SCINA.