

REFUGE RECOVERY

A Buddhist Path to Recovering from Addiction

MEETING SECRETARY (OR CO-SECRETARY)

This is the person who runs the Refuge Recovery meeting and ensures that the meeting happens every week as scheduled. Sometimes there are two Secretaries (Co-Secretaries) who alternate between meetings and otherwise help each other make sure that one of them is available every time the meeting is held. The position of Secretary has a term of six months, subject to election to one possible consecutive term afterward.

The particular responsibilities of this position are:

- Ensure that the Essential Elements of RR Meetings are included in each meeting.
- Open the Zoom or physical doors of the meeting room earlier than the actual meeting start time listed on the schedule.
- Before each meeting starts, find members to volunteer to do the various readings and lead the meditation, ensuring if possible that these volunteer roles are rotated, so that all members of the group get a chance to participate.
- Start and end the meeting at the times listed on the schedule.
- In online meetings, keep the Zoom room open for “parking lot time” (informal socializing or brief informal discussion) after the meeting.
- Report any changes of who is serving as Secretary or Group Rep to RRWS and provide the new contact information to RRWS.
- Work with the Group Rep to ensure that elections are held for all meeting service positions, and track when service terms will be expiring so that positions will become open for election.

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- Work with the Group Rep to ensure that the RR group business meetings take place regularly as scheduled.
- Train the new Secretary or Co-Secretary when leaving the position.