

## Refuge Recovery Group Recording Secretary

The RR Group Recording Secretary is responsible for writing and presenting the RR Group meeting minutes.

For the purpose of most groups, officers usually consist of a Group Representative, a group recording Secretary and a Treasurer. In very small groups, the recording Secretary and Treasurer duties can be combined until an additional member becomes qualified to serve as a group officer.

Note\* The elected RR Meeting Secretary is responsible for running the groups weekly RR meeting and is a separate service commitment. The RR Group Recording Secretary is responsible for writing and presenting the RR Group business meeting minutes.

## Qualifications for All RR Group Officers

We have found that RR Group trusted volunteers are most successful if they have certain assets necessary for the performance of their responsibilities :

- The willingness or desire to serve the group.
- A history of time abstinent from all intoxicants and adherence to process addiction bottom lines. We suggest a minimum qualification of three months for Meeting Secretaries, Group Recording Secretary and six months for Group Representatives and Group Treasurers.
- Knowledge of the Refuge Recovery program.
- An understanding of the Refuge Recovery Guiding Principles.
- Active and ongoing participation in the groups they are to serve.

### Duties of the RR Group Recording Secretary

- Takes notes at RR Group business meetings so that they can prepare the official written record of the meeting, called the “minutes.”
- Presents the prior meeting minutes for approval at each RR Group business meeting.
- All group officers are responsible for encouraging and educating all group members on the benefits and the necessity of participating in group service.
- The RR Group Recording Secretary, after the election is held in the 12th month of the service term, is responsible for spending the 13th month of service training the incoming elected RR Group Recording Secretary.

### Service Term for RR Group Recording Secretary

- All RR Group Recording Secretaries serve a 13 month total term with a 12 month term of regular service and a one month period of training the incoming Group Recording Secretary.
- Service as the Group Recording Secretary is limited to two consecutive terms.