

**Southern Alberta Area of Cocaine Anonymous
SABA C.A.**

SERVICE GUIDE



SECRETARY

Requirements

One year continuous sobriety
Six months of active service in C.A.

Term

Two year commitment

Attendance

- In order to maintain one's service position one must not miss two (2) consecutive SABA meetings (or more than 25% of the meetings in one's term) and must submit one's written report regardless of attendance/absence
- Attendance is defined as being physically present at the SABA business meeting with a written report ready to be given to the SABA body
- If the Secretary must be absent he/she must arrange for a suitable member to keep a record of the SABA meeting minutes
- Defaulting on attendance requirements will result in dismissal from one's service position

Responsibilities

- Keep accurate minutes of each SABA meeting and distribute an electronic and/or hard copy of said minutes (at least one month prior to the next SABA meeting) to all members indicated on the current SABA mailing list (updated at each SABA meeting)
- Receives electronic reports from individuals holding a SABA service position prior to the SABA business meeting to be included in the meeting agenda prepared by the Chair.
- General communications throughout SABA on behalf of the SABA Chair
- Maintains contact list of all individuals holding a SABA service position and the start/end date of their term
- Maintains a comprehensive physical record of past SABA meeting minutes, available for reference during SABA meetings
- Maintains an up-to-date version of the SABA C.A. “Structure, Bylaws, and Standing Rules”

Helpful Resources

- SABA C.A. Google Group, accessible through the SABA C.A. Secretary's designated email

sabaca.secretary@gmail.com

- A template for taking meeting minutes can be found on the Google Group website mentioned above.

In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.

The information contained within this Service Guide is derived from the CAWS "World Service Manual" and the SABA "Structure, Bylaws, and Standing Rules". This Service Guide is intended for Southern Alberta Area-level service members. Districts and Groups are at liberty to use this Service Guide or adapt it as they see fit, but they are not obligated to use this Service Guide as each level of service is considered autonomous.