

CoDA NSC Secretary Service Position

- Work with the Chair to prepare all NSC meeting agendas and circulate reports, proposals and supporting information a month ahead of each meeting, to allow groups time to discuss at Group Conscience.
- Assist the Chair during the meeting with any information relating to previous minutes and managing AOB.
- To prepare draft minutes for the NSC meetings in a timely manner (this could be done in the meeting or be assisted by a recording of the proceedings). Minutes consist of proposal votes, action notes and any relevant business reports and are not a detailed record of the meeting.
- Circulate the draft minutes and handle any feedback received.
- Issue the final version of the minutes to members on the NSC circulation list for communicating to the wider fellowship.
- Ensure the agreed meeting minutes are uploaded onto the website.
- Circulate information from the NSC to the wider fellowship via the Comms and Website teams.
- Monitor the Secretary inbox and deal with any incoming emails.

The NSC has previously voted that the person picking up this service position will need to have attended 3 NSC meetings to be eligible. However, if you have service in another part of the fellowship, for example, a regional service position, and would like to come forward, the NSC would be interested in hearing from you.