

CONVENTION SECRETARY

The person for this position is selected by the Convention Steering Committee.

Contract Compensation:

The salary for Convention Secretary is \$6000.00 per year, payable in equal monthly installments. The contract terms for Secretary shall run from April 1st to March 31st of the following year. Term of service shall be three (3) years. Hours are estimated at 15 hours per week. The Secretary shall have a State of Hawaii General Excise Tax Identification Number and shall be responsible for reporting and paying all General Excise and personal income taxes on the above stated amount. If either party contemplates any changes in this service contract, a sixty (60) day written notice shall be required.

Qualifications:

Personal: Minimum of five (5) years of sobriety; have experience with the Annual Hawaii Annual Convention and its relationship to the Hawaii Area Assembly and the fellowship of Alcoholics Anonymous. This person should be flexible and work well with others in an administrative capacity and display a high degree of public relations and organizational skills. The Secretary should be able to establish priorities and function well under pressure. Organization skills and attention to detail are imperative.

Technical: Strong typing skills, strong accounting/bookkeeping skills; advanced working knowledge of Microsoft applications: Access, Word, Excel, Quicken and Windows.

Job Description:

The Secretary will work closely with the Convention Treasurer as the Worldwide, United State and local contact for the Annual Hawaii Alcoholics Anonymous Convention. The Secretary, in conjunction with the Convention Registrar-Treasurer, will also work closely with Hawaii Central Office, keeping them apprised of convention dates, deadlines, committee points of contact and pertinent yearly convention activities.

The Secretary shall be responsible for the following but not limited to:

1. Prepare minutes and agendas for all steering committee and planning meetings.
2. Data entry of all incoming registrations for the convention
3. Mail confirmation letter to all registered attendees in a timely manner
4. Provide lists of registrants to Committee members as needed.
5. Work with Convention Chair on seating charts

6. Print badges with information requested by Chair
7. Provide help in preparing registration packets to Registration Committee
8. Work with Registration Committee Chair to assure smooth registration process.
9. Maintain roster of all convention committee members, Steering Committee and vendors.
10. Provide any necessary correspondence (letters) between the Steering Committee and vendors.
11. Have available for each Steering Committee meeting a copy of the previous meeting's minutes and roster.
12. Create and maintain a yearly chronology of main events to be used by the Steering Committee for information and tracking progress.
13. Mail meeting reminder cards to Convention Committee Members at least one (1) week before Committee meeting.
14. Work with Convention Chairperson in organizing Convention speaker travel and hotel accommodations.
15. Maintain a copy of all contracts and Steering Committee documentation.
16. Provide a copy of Convention Committee Roster to all at the committee meetings.
17. Take minutes at the committee meetings for use by the Convention Chair and Steering Committee Chair to track progress.
18. Attend all Steering and Convention Committee meetings.
19. Assist convention Committee Chairs as needed.
20. Read and be familiar with the Guidelines of the Annual Hawaii Convention.
21. Any other duties which are essential to the production of a successful convention by an administrative position.
22. Have fun.