Appendix E - LGHG Group Conscience Recording Secretary Checklist

Recording Secretary and Assistant Recording Secretary

Access

Sign on to Gmail to send and receive group email, to maintain contacts, and to access LGHG Business documents on the drive.

Gmail: Los.Gatos.Home.Group@gmail.com

Password: xxxxxx

After an election, help the incoming recording secretary and assistant recording secretary authenticate their devices. Once they have access, the incoming recording secretary must change the password, change the recovery email and phone number, and remove the devices that previously had access. Verbally provide the group chair with the new password.

Group Email and Contacts

Monitor the group email. Respond to messages or contact appropriate trusted servant for action.

Group lists:

- **LGHG Trusted Servants** - Current distribution list for the trusted servant list and group service-related messages
- **Minutes** – Combined with LGHG Trusted Servants to form the distribution for GC minutes and group event messages

Always BCC the email distribution list.

Maintaining Files

Go to Google Apps  > Drive.

TIP: To keep the files in MS Office format, it is best to download the files, update them, and upload files back to the drive.

LGHG Drive archive

- Three years retention
    - Minutes
    - Agendas
    - Working group reports (unless in minutes)
    - Admin reports (Do not save ASC files, treasurer saves their own files in a shared folder)
    - Roll Call

    - Trusted servant list
    - Email
    - Phone lists
    - Bank letters
    - Receipts for group purchases
    - Guideline revisions
- Permanently
    - Group information (P.O. Box, EIN, facility agreement)
    - Artwork and fliers created for the group
    - Group Inventories

Preparing for the Group Conscience Meeting

- Meeting Minutes - If not already done, finalize the group conscience meeting minutes from the previous month. Also start a file for the new month so you are ready to take notes.
- Announcements – Start drafting the announcements, including any known events for the Group and Area.
- Report distribution - Distribute files via email to the **LGHG Trusted Servant** and **Minutes** group. Include last month's meeting minutes, treasurer's report, GSR report, and anything supplemental if applicable (such as subcommittee or working group meeting minutes).
- Guidelines – Update and distribute guidelines if there were motions that were approved. Be sure to date the revisions. Email the final version, including appendices, to the **LGHG Trusted Servants** list.

Preparing for elections

To prepare for elections, start a fresh trusted servant list.

During the Group Conscience Meeting:

- Conduct role call and update the attendance table.
- Update the minutes if there are any corrections from the group.
- Take notes for this month's meeting minutes.
- Take input on the draft announcements from the group. There are two versions: one for in-person meetings, and one for the website script and announcements.
- If there are any elections, record new trusted servants and ask for contact information if needed.

After the Group Conscience Meeting:

- Finish drafting the meeting minutes and announcements.
- Distribute the new minutes and announcements to the to the **LGHG Trusted Servant** (including Web Servants) and **Minutes** group. (Add any members requesting minutes to the Google Contacts with the **Minutes** label.)
- Print the announcements and replace them in the in-person meeting secretary binders.
- If there are any amendments to the announcements after GC, replace the physical copy and send a copy to the web servant.

After Elections

- Trusted Servant list - Finalize the trusted servant list and share the file with the Online Host Coordinator so they can update hosts and cohosts as they change.
- Update the Google Contacts – Remove the label **LGHG Trusted Servant** and add the label **Minutes** for those interested in minutes.
- Distribute the trusted servant list to the **LGHG Trusted Servant** list and include a link to LGHG Guidelines, including appendices with details about how to perform their elected position.
- Bank Signatories Memo - After the February group conscience election, update the bank memo with the incoming and outgoing trusted servants. Give the treasurer a signed copy of the memo, a copy of the February meeting minutes, and the new trusted servants list.