

Secretary of Houston Area Intergroup

Duties:

1. Record the minutes of the Houston Area SAA Intergroup (HAI) meeting
2. Prepare and distribute typewritten and electronic copies of the minutes to group representatives
3. Maintain the info@houstonsaa.org email box
4. Email webmaster@houstonsaa.org of any meeting changes
5. Email updated meeting list to all Houston SAA members
6. Email monthly (or more) Announcements to Houston SAA members
7. Maintain SAA News email distribution list
8. Maintain/administer the HAI yahoo group
(http://health.groups.yahoo.com/group/houstonsaa_ig/)