

12 STEP RECOVERY CLUB
GROUP SECRETARY CONTRACT

1. Arrive at least 30 minutes before meeting starts.
2. Set up meeting
3. Clean up after the meeting. **Wipe tables, arrange chairs, clean meeting room before you leave.**
4. If your group owes rent (some pay on a monthly basis) please put rent money in envelope and put in receptacle before you leave the building.
Rent is \$15.00 per meeting in Room B and \$10.00 for Room C.
5. If there is a problem with the way you find the club when you arrive, please fill out a facility checklist form.

I agree to the above guidelines for my group.

Today's Date _____

AA NA Other (circle one)

Group Name _____

Meeting Day (M T W TH F S Su) Time _____

Secretary Name _____

Secretary Phone Number _____

Treasurer/Alternate Name _____

Treasurer Phone Number _____

Building key issued: YES NO