

## End of Rotation Workshop Agenda

Welcome - Who's here?

Calendar of events for 2023

Secretary

- How to organize and store minutes.
- Where do they go?
- What do I do if I'm just starting off?

Treasurers

- How to organize and store financial documents.
- Where do they go?
- Should we do a budget for our homegroup or district?

Archiving

- Do I keep paper docs or just electronic and where do they go?
- What do I do with my emails?

Registrar

- How do I make sure people rotating in get information quickly, including the newsletter?

April 2023 bids for Area Business Quarterlies

- Who does it?
- How do we do it?

Pre-Conferences

- What are they?
- Where are they?
- Who puts them on?

Pre-Assemblies

- What are they?
- When are they?
- Who puts them on?