Service Position Description: Minutes Approval Delegate

The **Minutes Approval Delegate** is an elected service position within the World Service Conference (WSC) or the Interim World Service Conference (IWSC) – hereafter referred to as "Conference." This service position is established for the duration of the event. This trusted servant becomes a member of the special **Minutes Approval Committee (MAC)** and represents the voice on that committee of the delegates at that Conference.

The MAC is created to review the written minutes of the Conference for completeness and accuracy and remains active until the final Conference minutes are approved.

The MAC consists of:

- Conference Secretaries;
- The World Service Board Chair or, in their absence, the Vice Chair;
- The Conference Committee Chair or, in their absence, the Vice Chair;
- The **Minutes Approval Delegate**, elected by the Conference.

Duties and Responsibilities of the Minutes Approval Delegate as a MAC member:

1. **Timely review of daily minutes** — At the end of each Conference day, the Delegate reviews the daily minutes, which are posted in a shared MAC folder and provides their feedback to wscconference@nar-anon.org. (Note: The Conference Chair sends out the link to the folder and notifies the Voices of the Conference that the daily minutes are ready for review.)
2. **Timely review of final minutes** — After the Conference concludes, the Delegate conducts an additional review of the final minutes and provides their feedback to wscconference@nar-anon.org.
3. **Accuracy review** — The Delegate reviews the minutes solely for accuracy of what was said.
4. **Making corrections** — The Delegate identifies errors and emails suggested corrections to wscconference@nar-anon.org or adds comments to the document. The Delegate does not change formatting and style of the document. Formatting and style are the responsibility of the Conference Secretaries.

5. **Approval of the final minutes** — The MAC approves the final Conference minutes within **ten (10) days** after the close of the Conference.

Qualifications

A candidate for the Minutes Approval Delegate position:

- **must be a Delegate or Alternate Delegate** at the WSC or the IWSC which minutes are being approved;
- **may not be a member of the Conference Committee**;
- must be willing to participate in periodic meetings with the Conference Core Team;
- must become familiar with the **Standing Rules of Order**;
- must become familiar with the **Conference Agenda Report**;
- must be available to review the daily minutes at the end of each Conference Day and within ten days after the close of the Conference.

Special Provisions

- If the MAC confirms that a speaker's words were inaccurate, the Conference Secretaries may **strike through** those words and **insert underlined** requested corrections, preserving what was said while also providing the corrected information. The Secretaries also add a bracketed note explaining the correction.
- After the MAC is dissolved, if an error or inaccuracy is confirmed by the Conference Committee Chair and the Conference Secretaries, the minutes may be revised using strikethroughs and underlined insertions with a bracketed explanation.

Contact for Further Information

For questions related to this service position, please write to: **wscconference@nar-anon.org**