



**CONTRA COSTA SERVICE CENTER**  
185 Mayhew Way, Walnut Creek, CA 94597  
Hotline (925) 939-4155      Business (925) 939-5371

**SECRETARY CHANGE FORM**

Date Submitted	
Group Name:	
Group Number:	
Meeting Day & Time:	
Meeting City & Zip:	
New Secretary	
Name:	
Address:	
City and Zip	
Zip:	
Phone #: (indicate Mobile or landline)	
Email:	
Co-Secretary (if any):	

The staff of the Service Center is here to assist the groups, so please call us at (925) 939-5371 with any questions. Ask for the Special Worker or leave a message with the Office Volunteer who will bring it to the Special Worker's attention. Be sure to include your phone # and email address.

Group Secretary Change Form R1.docx