

Area Group Records Coordinator Responsibilities

The area group records coordinator serves as the nuts and bolts of the communication between the Al-Anon member, the group, district, area, the entire service structure, and the World Service Office (WSO). G-36

The Area Group Records Coordinator is the “keeper” of group information

The Area Group Records Coordinator:

- Attends all Area Assemblies (two for three years), Area World Service Committee Meetings (two the first two years and three the third year), Area Service Seminars
- Prepares written reports and presents oral reports for Assemblies, Area World Service Committee Meetings (make copies of written report according to the Chairs request), Service Seminars and the *Sunshiner*
- Speaks at Group and District Events when asked.
- Facilitate a “breakout” meeting at Assemblies and then gives a report at that Assembly
- Acts as a liaison with all Area 10 Districts and WSO not just their District
- Participate in WSO e-communities and any WSO Conference Calls
- Communicates with all Area 10 District Group Records Chairpersons
- Reply promptly to all emails, phone calls, texting, and all communication
- Set up a generic email address that can be passed consistently from panel to panel, changing only the password by the new panel member
- To be willing to serve as a support to the new incoming panel members
- Is familiar with the Florida South Area 10 By-Law
- Keep receipts/records of expenses for reimbursement

The Group Records Coordinator is responsible for:

- Keeping the records updated on a database program and binder, per groups (meaning that groups send in their change information via the group change form either through email or regular mail)
- Creates labels with current mailing addresses of the groups for mailing of “*The Sunshiner*” and getting them to our Sunshiner Coordinator. (when needed)
- Creates address labels of Area 10 Panel Members and gets them to our Delegate, so that they may send out postcards during the annual WSO meetings
- Keeps up to date records of Area 10 Panel members and the District Chairs.
- Creates and sets up the Registration Books with current group information for Assemblies.
- Coordinates with the area treasurer for a start up bank for registration at Assemblies
- Communicate with the Area Web Coordinator about meeting changes when applicable
- Assists the District who volunteered to take care of registration at Assemblies
- Update WSO Website with the Change Form information from the groups.

On a positive note, thanks to the web coordinator, the Al-Anon Registration/Group Records Change Form (GR-1) that can be filled out and downloaded or emailed directly from the Area's website

*Currently Alateen Group Records are kept with the Area Alateen Processing Person due to the confidentiality of AMIAS information and certification process.

In order to complete this service position, one needs to have a computer, or access to one, with an Excel Program to keep the Data Base of Group Records. A printer is necessary to print labels and the Group Records pages needed for the Assembly Registration Books. Some basic computer skills are necessary to complete this service position