

GROUP RECORDS COORDINATOR - Job Description

(generic email goes here)

Eligibility Requirements for the Position:

Any AI-Anon member who has served a minimum of one (1) year at the Florida South Assembly level and has not previously served in that coordinator's position for a full 3-year term. (This is a 3-year commitment.)

Job-Specific Duties and Responsibilities:

- The Area 10 Group Records Coordinator is a critical communication link between Area Groups, Districts, Area 10 and the World Service Office (WSO).
- Basic computer skills, typing, accessing internet, creating reports, typing up reports, reading and sending e-mail, and knowledge of Excel are necessary.
- Equipment Requirements: The Group Records Coordinator must have a working computer and a printer.
- Software requirements: Microsoft Excel and Word (or equivalent word processing program.)
- Storage: Ability to store the District Sign-in / Assembly Binders, cash box, name tags, pens (all comes in a plastic storage box) and the previous year's GR1 records binder.
- Assists with the physical transfer of records to the incoming Area Group Records Coordinator.
- Establishes and maintains communication with all District Group Records Chairpersons (or designated person) to maintain current group information and act as a resource for all group record questions/concerns/inquiries.
- Updates World Service Office Group Record information in a timely manner.
- Creates a system to keep the GR1 forms in an orderly way in preparation to give the next incoming Area Group Records Coordinator a full history of the changes occurring during the panel of which served.
- Creates and provides to the Delegate, mailing labels of all Panel members, DR's, AISL's, and past delegates and past chairpersons, prior to the annual World Service Conference. Creates address labels for Area related business when needed/requested.
- Creates and maintains a contact list of current ASWC Panel as well as past Area Chairpersons and Delegates; and it is to be distributed to those on the list.
- Provides the Assembly attendance records to the Secretary for inclusion in Area records.
- Advises Web Coordinator of relevant changes in meeting information.
- Assists DR's with accessing the District Group Record information on the World Service Office website.

- Communicates and works with World Service Office Group Records Coordinator for group record related issues/concerns.
- Role at Assembly:
 - Preparation: Creates sign- in sheets, has adequate supply of blue and red name tags, pens, appropriate cash for giving change (registration fee), any other supplies required. Coordinates with Area Treasurer to have money available to provide change (\$10's, \$5's) for Assembly registration.
 - Working with a district for registration process: Prepares and instructs the district on requirements of the Assembly registration process (collecting registration fees, giving appropriate color name tag, facilitating Assembly members to sign the appropriate district binder, passing out folders.)
 - Reconciliation of registration process: Assists at the end of registration with reconciling the number of attendees to the amount of cash collected. Advises Area Chairperson of the status of reconciliation process. (i.e., if the number of registered members and dollars collected match or do not match.) Assists with resolving any discrepancies prior to establishing the quorum.
 - Facilitates the registration and “voting in” process for Assembly members arriving after the close of registration.

General Duties and Requirements of the Coordinator:

- Attends and casts votes on business at two (2) (Winter and Summer) Area World Service Committee Meetings (AWSC) in years one and two of the panel, and three (3) AWSC meetings in year three of the panel.
- Attends two (2) Assemblies (Spring and Fall) each calendar year for all three years of the panel.
- Prepares and presents a written report for each AWSC meeting, complying with any deadline and method for submission established by the Chairperson. **(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Prepares and presents a written report for each Assembly, complying with any deadline and method for submission established by the Chairperson. **(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
- Participates at district events within Florida South Area 10, when invited.
- Participates in all WSO communication opportunities, i.e., conference calls and AFGConnects.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.
- Serves as a support to the corresponding/new incoming panel member.

- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Must have computer and internet access.
- Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
- Is responsible to serve all districts within Area 10.
- Each coordinator serves as a liaison with all Area 10 Districts and WSO and keeps in touch with the appropriate district chairpersons.
- Uses a contact list of Panel members to communicate with DRs and AISLs.
- Will need to obtain or create a contact list, and communicate regularly with all District level Chairpersons or other positions that correspond to the coordinator position.
(Coordinators serve at the Area level while chairpersons serve at the District / AIS level.)
- Leads “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Assures that written notes of the breakout meeting are provided to the Area Secretary.
- Failure to be present at two consecutive Area World Service Committee/Assembly meetings (combined) is grounds for removal and replacement of a Coordinator.