

AREA GROUP RECORDS COORDINATOR (AGRC) - Job Description

grouprecords@afgfls.com

Eligibility Requirements for the Position:

Anyone who has served a minimum of two (2) full years in Florida South **(Area 10) (FL-S)** as a Group Representative (GR) and has not previously served in that Coordinators' position for a full 3-year term is eligible. This is a 3-year commitment.

Job-Specific Duties and Responsibilities:

1. The Area 10 Group Records Coordinator is a critical communication link between the Area Delegate, Area Groups, Districts, Web Coordinator, FL-S and the World Service Office (WSO).
2. Basic computer skills, typing, accessing internet, creating & printing reports, reading and sending e-mail, and knowledge of spreadsheet and word processing programs are necessary.
3. Equipment Requirements: The Group Records Coordinator must have a working computer and a printer, as well as internet access, and ability to participate in virtual platforms. Must be able to use Word, Excel, Adobe or compatible programs and be otherwise computer literate to manage electronic voting and on-line registration programs used by Area.
4. Stores cash box, name tags, pens and the previous year's records binder.
5. 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.
6. Verifies and updates WSO Group Record information in a timely manner.
7. Attends WSO AGRC electronic quarterly meetings as announced for the year (meetings are recorded).
8. Prior to the annual World Service Conference (WSC), may be asked to create and provide the Delegate mailing labels of all Panel members (Officers, Coordinators, DR's, AISL's, and Past Delegates). Also creates address labels for FL-S related business when needed/requested.
9. Creates and maintains a contact list of current AWSC Panel members as well as past FL-S Delegates; and distributes updated list(s) to those on the list.
10. Emails written communication to advise Web Coordinator of relevant changes in meeting information.
11. Ensures the FL-S Checklist for electronic groups transferring in or out of the Area is completed.
12. Keeps AWSC Panel and District Chairpersons informed of Area Group Records processes and/or any changes to it.
13. Notifies FL-S Treasurer when a new group is issued their WSO ID Number.

14. Receives notification through AFG Connects of our quarterly AGRC meeting with WSO. May use AFG Connects to communicate with other ARGCS throughout Al-Anon about challenges or issues they may have experience with.
15. Use of WSO website www.al-anon.org for resources (change forms, guidelines, Service Manual...)
16. Maintains a current online registration instruction sheet.
17. Assembly using On-Line Registration:
 - Prior to Assembly, ensure that the District responsible for registration at Assembly has the online registration instruction sheet (maintained by the AGRC)
 - Working with a district for registration process: Prepares and instructs the district on requirements of the Assembly registration process (checking in attendees, collecting registration fees, giving appropriate color name tag and/or meal vouchers (when appropriate) and passing out folders with meeting packets.

Notes:

- I. Only non-AWSC Members get folders at the registration desk. AWSC Members get their packet/folder in the bins brought by Area Chairperson.
- II. Each event needs its own QR code.
- III. **When running the final report, it is important to make sure the end date of the report is after the day of the event. If you use the day of the event, it will not pick up on-site registrations.

General Duties and Requirements of the Coordinator:

1. Attends AWSC meetings as a voting member during the Panel.
2. Attends all Assembly meetings as a non-voting member during the panel unless they are representing a group. In which case, they would vote on the Groups behalf
3. Prepares and presents a written report for each AWSC and Assembly meeting, complying with any deadline and method for submission established by the Chairperson.
4. Attends FL-S Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
5. Participates at district events within FL-S, when invited.
6. Participates in all WSO communication opportunities, i.e., conference calls, AGRC meetings, and *AFG Connects*.
7. Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
8. Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws and has knowledge and access to FL-S Policies, Procedures, Guidelines and Processes.
9. Shall serve as support to the incoming Area Group Records Coordinator.
10. Submits receipts to the FL-S Treasurer, using the appropriate FL-S reimbursement form(s).

11. Each coordinator serves as a liaison with all FL-S Districts and WSO and keeps in touch with the appropriate district chairpersons.
12. 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.)*
13. Leads “break-out” meetings whenever on the agenda for AWSC and Assembly meetings. Assures that written notes of the breakout meeting are provided to the Area Secretary.

Note: If any Area Coordinator fails to perform the duties of that position, which includes providing written reports, and/or does not attend any two (2) meetings during a twelve (12) month period (from the first missed meeting), including Florida South (Area 10) Assembly or Area World Service Committee (AWSC) Meetings, the Area Chairperson may ask for their resignation.

If the Area Coordinator does not submit their resignation, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (Area 10) Assembly Meeting and the Area Coordinator will be removed effective immediately.