

GROUP RECORDS COORDINATOR

QUALIFICATIONS:

- Any Al-Anon/Alateen member who is not also a member of AA is eligible to serve.
- Office skills, computer knowledge are a must. Access to the internet, email and a printer is important. The Group Records Coordinator can now access and upload group records online.
- Be thoroughly familiar with the Service Manual from the World Service Office, Guidelines from World Service Office, and have a working knowledge of the Steps, Traditions and Concepts of Service.
- Have time available to prepare Area Al-Anon/Alateen information.
- Be available to travel throughout the Area.
- Be available to serve three years.

DUTIES:

- Attend all Area World Service Committee meetings, give report and vote on issues (two per year and possibly 3 in election year).
- Attend all Area Assembly meetings, give report and vote on issues only if also holding the service position of Group Representative.
- Become familiar with the Anonymity Policy Statement from World Service Office and the Traditions pertaining to protecting a member's anonymity.
- Suggested method of setting up a Master (*a complete description of this position was unavailable; please go to www.alanon-alateen.org/members and select Group Services, then Guidelines, then Group Records Coordinator (G-36) for more information.*)